

F.No. 14-4/2022/A&F/ICPR
Indian Council of Philosophical Research
(Government of India, Ministry of Education)
DarshanBhawan, 36 Tughlakabad Institutional Area
MehrauliBadarpur Road, New Delhi – 110062

29th December, 2022

WALK-IN INTERVIEW

Sub: Inviting applications for the engagement as Consultant (General Administration & Accounts) in Indian Council of Philosophical Research, Academic Center, Lucknow.

Indian Council of Philosophical Research invites applications to render their services as Consultant (General Administration & Accounts) initially for a period of three months from the date of engagement which may be extended as per the requirement of the Council. The details are given below:

1.	Name of the post	Consultant (General Administration & Accounts)
2.	Total number of posts	01
3.	Period of engagement	The period of engagement will be initially for a period of three months from the date of engagement which may be extended as per requirement and performance.
4.	Job Location	Indian Council of Philosophical Research, 3/9, Vipul Khand, Gomti Nagar, Lucknow – 226010
5.	Eligibility Criteria	Must be retired Government Servant at the level of Section Officer, Assistant Section Officer or equivalent.
6.	Age Eligibility	Candidates should not be more than 64 years on the date of Walk-in-Interview.
7.	Experience	Must have experience in dealing with Planning & Research, Management of Conferences, Seminars, Fellowships, academic programmes and accounts.
8.	Remuneration	As per existing rules of the Government of India for retired govt. employees.
9.	Leave	One and half day in each month to be availed during the validity of the contract.
10.	Working hours	Normal office timing from 9:30 A.M. to 06:00 P.M. may also have to devote more time than usual to meet the exigencies of work.
11.	Term of engagement	The engagement is dependent on work performance.
12.	How to apply	The application in the prescribed format along with requisite documents (copy of Last Pay Certificate, Aadhar Card) to: Member- Secretary Indian Council of Philosophical Research, DarshanBhawan, 36, Tughlakabad Institutional Area, (Near Batra Hospital), MehrauliBadarpur Road New Delhi – 110 062, Email id: membersecretary@icpr.in
13.	Last date for receipt of applications	06.01.2023 at 05:00 PM
14.	Date of walk-in interaction	Will be uploaded on ICPR website (www.icpr.in)

Sd/-
Superintendent (A&F) i/c

Terms and Condition for Engagement of Consultants

1. The candidate should have retired from Central and State Governments, Universities and Autonomous Bodies having experience of functioning in Govt. bodies.
2. The candidate who have retired from the post of Under Secretary, Section Officer, Assistant Section Officer or equivalent are eligible for engagement to the position of Consultant.
3. The candidate should have good communication and interpersonal skills knowledge of computer applications.
4. The candidate should have flair in noting/drafting, knowledge of various establishment/finance related rules/regulations of Govt. of India and capable of handling Administrative matters in one or more of the following areas:
 Planning & Research, Management of Conferences, Seminars, Fellowships, academic programmes, accounts, General Administration, framing of Rules, Regulations, Vigilance matters, Court Cases, Parliament Questions and related matters, RTI, Procurement matters, examination of financial proposal, grant-in-aid.
5. The engagement of Consultants will be purely on short term contract basis. The initially engagement would be three months from the date of engagement which may be extended as per the requirement and performance.
6. The engagement of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of consultancy.
7. The engagement of Consultants would be of a temporary nature against the tasks assigned. The engagement can be cancelled at any time without assigning any reason.
8. Not more than 64 years of age on the last date of application.
9. A fixed monthly amount shall be paid as per the Government norms, arriving at by deducting the basic pension (gross) from the last basic pay drawn at the time of retirement plus TPT drawn at the time of retirement.
10. Candidate meeting the conditions shall be shortlisted on the basis of criteria like experience, qualification etc. The Consultants will be selected by a duly constitute Committee.
11. The consultants shall have to work as per the working hours of the Council. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would be payable if work require late sitting or coming on holidays.
12. Income Tax or any other tax liable to be deducted, as per the prevailing rules, will be deducted at source before effecting the payment of remuneration.
13. **The Consultants shall not utilize or publish or disclose or part with, to a third party, and data or statistics or proceedings or information gathered during the course of the assignment for the office, without written consent of this Council. The Consultants shall be bound to hand over the entire set of records of assignments to the office before the expiry of the contract and before the final payment is released by the office. The Consultants shall sign an agreement of confidentiality with the Council to this effect which shall contain a clause on Ethics and Integrity.**

Application for engagement of Consultant (General Administration & Accounts) on contract basis in the Indian Council of Philosophical Research, Academic Center, Lucknow.

Recent Passport
Size Photograph

1.	Full Name (in Block Letters)		
2.	Father's/ Husband's Name		
3.	Date of Birth		
4.	Contact details	Mobile/Tel.	
		e-mail	
5.	Address for communication		
6.	Date of Joining of Govt. Service		
7.	Age as on date		
8.	Whether SC/ST/OBC		
9.	Whether Physically handicapped		
10.	Date of Retirement and the post from which retired (enclosed copy of retirement order)		
11.	Name of the Ministry / Department from which retired		
12.	Last Pay Drawn (Please enclose copy)		
13.	Education/Technical Qualification (Please enclose copy of certificate/mark sheet)		
14.	P.P.O. No. (Please enclose copy)		
15.	Details of Computer Knowledge		
16.	Brief particulars of experience (A separate sheet may be annexed)		

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete or ineligibility being detected at any time before OR after selection interview, my candidature is liable to be rejected and I shall be bound by the decision of the Council. I have read this circular and ready to accept all the terms and conditions for engagement of Consultant (General Administration & Accounts).

Signature:.....

Place:

Date: