



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
धनबाद— 826 004 (झारखण्ड), भारत

Indian Institute of Technology (Indian School of Mines), Dhanbad

No. 411002/Consultant/2021-Estt

15 Nov. 2021

CIRCULAR

Sub: Engagement of consultant in the IIIF Centre of IIT (ISM), Dhanbad located at NBCC complex, Rajarhat, Kolkata – regarding.

The Indian Institute of Technology (Indian School of Mines), Dhanbad invites applications for engagement of retired persons as Consultant on Contract Basis initially for a period of one year from the date of engagement which may be extended or curtailed as per the functional need. However, the extension shall not be granted beyond 65 years of age. The details regarding eligibility criteria, terms of references etc. are as under:

Consultant (One number):

- i. Should have retired from Central Government/ Armed Forces /Central PSUs/Central Autonomous Bodies from a post having Pay Band: 2 and Grade Pay 4200 (Revised Pay Level – 6) or higher and should be below 62 years of age on the last date of submission of application.
- ii. The person should have experience in the field of Administration/General Administration relating to management/equipping/maintenance of office premises, management and functioning of IT enabled office/educational premises etc.
- iii. He should be capable of organising meetings, preparation of minutes etc.
- iv. The consultant will be paid a consolidated remuneration which shall be 50% of the last basic pay drawn before retirement. He may also be allowed transport allowance at the rates applicable for the Pay Level from which he/she has retired, however, no DA shall be paid on the consolidated remuneration or transport allowance. A fixed amount of Rs. 400 per month may be allowed to the Consultant as telephone allowance.
- v. No other allowance or increment shall be admissible to the consultant during the period of engagement.

General Terms and Conditions:

- i. The person must be able to work in MS-Office and should be proficient in General Administration work. Having good interpersonal and societal skills, liaison and networking. Independent skilful coordination with the Government/Public/Private agencies.

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- ii. The Consultant shall not be entitled for any kind of allowances and residential accommodation.
- iii. The engagement of the Consultant will be purely on Contractual basis.
- iv. The contract period of the Consultant would be initially for a period of 1 year which may be extended or curtailed subject to review, at the sole discretion of this Institute. The period of engagement of Consultant shall not exceed beyond the age of 65 years.
- v. The Consultant shall be eligible for 2.5 of earned leave for each calendar month in a calendar year. This leave will not be carried forward in case the engagement period is extended by this Institute. Also, no payment in lieu of unutilised leave will be paid by this Institute at the time of expiry of contract.
- vi. The Institute may terminate the services of the Consultant in case he/she is unable to achieve the assigned works within the time-frame or the work assigned to him/her is not satisfactory to the Institute.
- vii. The Institute shall also reserve the right to terminate the services of the Consultant at any time without giving any notice and also without assigning any reason. The engagement of consultant will not confer any right on the part of individual for permanent appointment to the post.
- viii. Consultant shall have to attend office five days a week.
- ix. The Consultant may be called in the Office on Saturdays, Sundays and other Gazetted Holidays or may be asked to sit late in the office after office hours, in case of exigencies of work. No extra allowances will be permissible for the same.
- x. The Consultant may continue to draw pension and dearness relief on pension, if any, during the period of their engagement as Consultant. This engagement as Consultant shall not be considered as a case of re-employment.
- xi. No TA/DA shall be admissible to the consultants for joining the assignment. Consultant will not be allowed any foreign travel at Institute's expenses. However, he/she may be allowed TA/DA for travel inside the country in connection with official work assigned to them.
- xii. The Headquarters of Consultant will be at Kolkata.
- xiii. Any resultant dispute shall be settled within the jurisdiction of Dhanbad.

How to Apply:

Interested and eligible candidates may submit their applications in the prescribed proforma, duly filled in, to:

The Registrar, Indian Institute of Technology(Indian School of Mines), Dhanbad
Dhanbad – 826004 (Jharkhand).

The last date of receipt of applications is 15 December. 2021 till 05:30 pm.

REGISTRAR



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
धनबाद— 826 004 (झारखण्ड), भारत

Indian Institute of Technology (Indian School of Mines), Dhanbad

**Application Form for engagement of Consultant in IIIF, Kolkata of IIIT(ISM),
Dhanbad**

AFFIX PASSPORT SIZE
PHOTO

1. Name: _____
2. Father's Name: _____
3. Date of Birth: _____
4. Date of Retirement: _____
5. Domicile: _____
6. Nationality: _____
7. Residential Address: _____
8. Permanent Address: _____
9. E-Mail: _____
10. Mobile No. _____ Res. No. _____
11. Highest Educational Qualification: _____

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12. Position held since entry into service:

Sl. No.	Organisation/Address	Designation	Pay Scale with grade pay (if any)	Period From To	Nature of Work Performed

13. Any other specific information, if any, in support of your suitability for the said engagement (Use separate sheets, if required).

14. A copy of Pension Payment Order attached: YES/NO

(Applications without PPO shall not be considered)

Signature of the Applicant

Place:

Date: