

Advt. No. NCPOR/10/2020
National Centre for Polar & Ocean Research
 (An Autonomous Society under the **MINISTRY OF EARTH SCIENCES**, Govt. of India)
Headland Sada, Vasco-da-Gama, Goa - 403 804.
 (www.ncpor.res.in)

National Centre for Polar & Ocean Research (NCPOR), an autonomous society under Ministry of Earth Sciences, Government of India, invites applications from retired Government employees of Central/State Government/Autonomous bodies/PSUs, who have retired from the level of Under Secretary or equivalent or above, for engagement as “Consultant” in the office of NCPOR on temporary contract basis, initially for a period of one year/co-terminus with the project whichever is earlier. The detail of the post is as follows:

Post	Consultant
No. of Post(s)	1 (ONE)
Eligibility Criteria	i) Master’s Degree in any branch of science or a Bachelor’s degree in Engineering/Technology from a recognized University / Institution ii) Retired/Working at the level of Under Secretary to the Government of India and above in the Central Government or State Government or UT Administration or universities or Recognized Research Institutions or Statutory Organization or Autonomous Organizations or equivalent posts in Public Sector Undertaking iii) Atleast 10 years experience in handling / management of Government projects including Research Vessel Management, research, budget and planning.
Job Requirement	1. Preparation of EFC/SFC memos, minutes, RFP documents, parliament and audit matters related to vessel operation and new vessel acquisition projects handled by NCPOR/MoES. 2. Co-ordination of projects schedules, proposal, performance review and reports preparation. 3. Liaison with Research Vessel operator and Vessel implementing agency for efficient utilization of Research Vessels. The consultant is required to ensure high level of efficiency and effectiveness. 4. To provide advice and share expertise in vessel management activities.
Consolidated Remuneration (per month)	Rs. 50,000/- or last pay drawn minus the pension of the individual, whichever is lesser.
Age limit	Less than 65 years (on the closing date of application).
Period of engagement	The tenure will be initially for a period of one year or co-terminus with the project whichever is earlier
Place of work	NCPOR, Goa and/or MoES, New Delhi (as per requirement).

General Terms & Conditions:

1. **Period of engagement**
 The engagement shall be initially for a period of one year or co-terminus with the project whichever is earlier which may be extended/curtailed depending upon the performance of the Consultant or functional requirement of the Office with the approval of the Competent Authority. The person engaged will not be treated on par with regular employees of NCPOR and shall have no right to claim implicit or explicit for their absorption or regularization in NCPOR.
2. **Selection Procedure** The engagement will be purely on short term contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of the applicants. Consultant will be selected from shortlisted candidates. The Competent Authority reserves the right to reject an application without mentioning any reason. Shortlisted candidates may be called for interview / personal talk (if required) and the same shall be held at NCPOR campus, Goa.

3. **Remuneration**
Rs. 50,000/- (consolidated) or last pay drawn minus the pension of the individual, whichever is lesser. Apart from consolidated remuneration, no perquisites such as HRA, TA/DA, residential accommodation will be provided.
4. **Scope of Duties**
During the period of such engagement, the consultant would be required to perform any work as assigned to him by the Competent Authority in the Institute.
5. **Leave**
The consultant would not be entitled to any kind of regular leave. However, they would be entitled to leave of 30 days in a calendar year, to be calculated on pro-rata monthly basis which shall lapse at the end of the annual contract. In special circumstances, the consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturday's/Sundays/Other Gazetted holidays they may not be given compensatory off or any monetary benefits.
6. **TA/DA**
No TA/DA will be paid to the candidates for attending the interview or for joining the assignment or on its completion. Should they be required to travel outside Goa/HQs in connection with the work of the institute during the period of his appointment he will be entitled to draw TA/DA as per normal rules as applicable to any serving Officer of an equivalent rank in NCPOR.
7. **Office time and working hours**
Working hours shall be from 9.00AM to 5.30 PM during working days including half an hour lunch break in between. He will not be allowed to take any other assignment during the period of contractual engagement. The Consultant may be called on Saturday/Sunday/Other Gazetted holidays, if required. The consultant will be required to mark his/her attendance in Bio-metric System.
8. **Tax deduction at Source**
The Income tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.
9. **Confidentiality of data and documents**
The Intellectual Property Rights (IPR) of the data collected as well as the deliverable produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.
10. **Conflict of interest**
The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. Consultant would not be permitted to take up any other assignment during the period of Consultancy.
11. **Termination of service**
The engagement may be terminated at any time by the office without assigning any reason by giving a notice of 07 days. In case, a Consultant desires to leave the assignment, he/she is to give 07 day's notice which can be curtailed/extended depending upon the workload.

In the event, if the consultant is found unfit on any account of if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.

12. **Guidelines for the submission of the application:** The duly completed application in prescribed proforma should be submitted so as to reach this office by **31.05.2020**. Any application received after the last date will not be entertained. The application should be submitted with the following documents:-
- a. Copies of certificates/ documents in support of educational qualifications (from std X onwards), experience etc. Duly attested /self attested copies of all the documents must be submitted alongwith the Application Form.
 - b. One self attested recent passport size photograph should be pasted in the appropriate place in the Application Form.
 - c. Copy of retirement notification and or PPO, if already retired.
 - d. Copy of ID card-in case will be retiring by last date of receiving application.

Sd/-
(S. Anoop)
Administrative Officer

Format of the Application Form
APPLICATION FOR ENGAGEMENT OF CONSULTANT IN THE OFFICE OF NCPOR

	Affix self-attested recent passport size photograph here.		
1. Advertisement No.			
2. Position Applied for			
3. Name in full (in Block letters):			
4. Father's/Husband's Name:			
5. (a) Date of Birth	Date	Month	Year
(b) Age as on closing date			
6. Nationality			
7. Religion			
8. Category (SC/ST/OBC/PH/GEN)			
9. Date of superannuation from Govt. Service			
10. PPO No. (Enclose Xerox Copy)**			
11. Complete residential address with phone number/mobile no./E-mail ID**			
12. Office address at the time of retirement (In block letter)			
13. Educational Qualifications in chronological order beginning from SSC(10 th Onwards)			
University/Institution/Board	Year of Passing	Subject taken	Result with Division/Class
14. Employment records (in chronological order starting with the first job)			
Name and address of employer/institution	Period	Designation of post held and scale of pay PB/GP	Area of Experience
	From To		
15. Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.			

** Mandatory document

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief, I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the terms and conditions for engagement of Consultant.

Place.....
Date.....

Signature of the Candidate.....
Name.....