



सी.एस.आई.आर.-केन्द्रीय औषधि अनुसंधान संस्थान, लखनऊ
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)
सेक्टर 10, जानकीपुरम विस्तार, सीतापुर रोड, लखनऊ - 226 031 (भारत)
CSIR - Central Drug Research Institute
(Council of Scientific & Industrial Research)
Sector 10, Janakipuram Extension, Sitapur Road, Lucknow - 226 031 (India)



Advertisement No. 05 /2023

Advertisement for engagement of Consultant in CSIR-CDRI

Walk-in-Interview

No.: - 5(172)/2017-E. I

Dated: - 10th July, 2023

CSIR- Central Drug Research Institute, Lucknow a laboratory under Council of Scientific & Industrial Research (CSIR) conducting walk-in interview. Application in the prescribed format (as per Annexure-I) are invited from eligible retired employees of CSIR/Central Government/Central Autonomous bodies/PSUs for engagement as Consultant in CSIR-CDRI, Lucknow on short-term basis as per details given below: -

A. Vacancy Details and Eligibility: -

Post Code	Number of Post	Post held at the time of retirement/Level in 7 th CPC	Section/Division
001	1 (One)	Section Officer or equivalent/ Level 8	Finance & Accounts Section

Scope of work/Experience required: - Work of Budget Management, RE/BE, Balance Sheet CSIR CDR/ Audit/ and multiple tasks required in Account Section including Bank Reconciliation and Objection Book. Also knowledge of AMS and other ZBSA accounts multiple tasks.

B. Terms and Conditions for the engagement: -

<u>1.</u>	Period of engagement	Initially for six months or until the regular incumbent joins the post. The engagement period may be extended at the discretion of the Competent Authority subject to functional need. However, the maximum age upto which a retired employee can be engaged will be 65 years.
<u>2.</u>	Job Location	CSIR-CDRI, Jankipuram Extension, Lucknow
<u>3.</u>	Age Limit	Candidates should not be more than 64 years of age on the last date of receipt of applications.
<u>4.</u>	Remuneration	Retired employees will be paid fix remuneration @ (Last basic pay drawn-Basic Pension) as per Deptt. Of Expenditure OM dated 09 th Dec., 2020.
<u>5.</u>	Leave	As per Deptt. Of Expenditure OM dated 09 th Dec., 2020 or any subsequent instructions issued on the subject.
<u>6.</u>	Working Hours	a. The retired employees shall be required to observe the normal office timing between 09:00 am to 05:30 pm and may also be called upto to attend beyond working hours and also on Saturday/Sunday or any other holiday, in case of exigencies of work. No extra remuneration shall be paid for extra Hours/holidays.

		b. They shall mark their attendance in Attendance Register mandatorily or on any applicable mode, failing which, it may result in deduction of remuneration.
7.	Terms of engagement	(a) Selected candidates will be engaged purely on contractual basis initially for a period of six months and will not confer any right for regular appointment in the Department including any allowance such as DA, transport facility residential accommodation, residential telephones facilities, etc. (b) The engagement of the contractual position can be terminated at any time by giving one month's notice.
8.	Selection Procedure	(a) CDRI through a Screening-cum-Selection Committee will arrange Walk-In-Interview of the eligible candidates. (b) The decision of the Competent Authority on selection of candidates will be final and no correspondence on this subject will be entertained.
9.	General Conditions	(a) The selected Candidates will be governed by the Official Secrets Act, 1923, as amended from time-to-time and will not disclose to any unauthorized person(s) any information/ data that may come to their notice during the period of their engagement in the Department. All such documents will be the property of the Council. (b) They will not utilize or publish or part with, to a third party, any part of the data or statistics or proceedings on information collected for the purpose of their assignment or during the course of, assignment for the Department without the express written consent of the Department. (c) Attention is drawn to Central Vigilance Commission's circular No. 01/01/17 dated 23.01.2017 and circular No. 08/06/11 dated 24.06.2011 regarding engagement of Consultants. They will be completely accountable for any advice or any service rendered by them during their engagement in this department in view of norms of ethical business and professionalism. (d) They must act, at all times in the interest of CDRI and render and advice/service with professional integrity. (e) They will maintain highest standards of integrity transparency, competitiveness, economy and efficiency while working as consultant in the Department. (f) The retired employees so engaged shall in no case represent or give opinion or advice to others in any matter, which is averse to interest of the Council, nor will they indulge in any activity outside terms other contractual assignment.
	Venue & Date	CSIR-Central Drug Research Institute, Jankipuram Extension, Lucknow on 31 st July, 2023. Candidates are advised to check CSIR-CDRI Website regularly for any update on the venue and date.

C. Instructions for the Candidates: -

1. Before filling up the application form, candidates are advised to check their eligibility as per the advertisement and also suitability for the scope of work mentioned against each post code.
2. Candidates are advised to report for selection process at 10:00 AM on 31st July, 2023 at the venue mentioned in the advertisement.
3. Candidates are advised to make their arrangements for stay and travel accordingly. No assistance will be provided by CSIR-CDRI in this regard.
4. The venue, date and time of selection process may change due to administrative reasons. If so, the same will be notified on CDRI Website. Candidates are advised to check CDRI Website regularly for updates regarding this.
5. Candidates are required to bring original of all their testimonials, educational qualification certificates at the time of selection process.
6. Willing candidates can also inform about their participation in the selection process through email on so.e1@cdri.res.in.
7. For any queries please contact at Ph. No. 011-2772450 & write on email so.e1@cdri.res.in.

For any updation/information regarding this advertisement, please keep visit of our website.

Sr. Controller of Administration

12.	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	nature of work and level of responsibilities
		From	To		
13.	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.				
14.	Details of Enclosures			(i) Educational Qualifications : (ii) Experiences : (iii) PPO : (iv) Any other relevant documents :	

15. Details of blood/close relative employed in CSIR / CDRI -

16. Undertaking/Declaration:- I hereby declare that all the statements & information made in the application are correct and complete to the best of my knowledge & belief and nothing has been concealed/distorted. I further declare that I was clear from vigilance angle at the time of my retirement and I am medically fit to perform office work. In the event of any statements & information being found false or incorrect at any time, action may be taken against me and I shall abide by the decision, my engagement shall be liable to be summarily terminated without notice/compensation.

(Signature of Candidate)

Name.....

Place.....

Date.....