

ADVT NO. 1 (FOR RETIRED EMPLOYEES ONLY)

NRDC, a Public Sector Enterprise operating under the administrative control of Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology, New Delhi formed as Company having license under Section 8 of the Companies Act, 2013, for carrying out its main activities - technology transfer and providing technical and consultancy services to the industry decided to engage retired personnel from Govt. Deptt./PSU/Leading Magazine or Book Publisher/Newspaper as Consultant (Editor) purely on contractual basis for a period of six months.

<u>EQ & Experience & Age</u>	<u>Nature of job</u>
Qualifications: Degree in Science/Engineering from a recognized university with a Diploma in Journalism Experience: 10 years experience in writing scientific articles, editing and publishing in PSU/Govt. Sector/Leading Magazine or Book Publisher/Newspaper as Editor. Age : Not more than 62 years as on 1.4.2019 Remuneration : Between Rs.30,000 & 40,000 (as per NRDC guidelines)	- Art work includes layout and designing of cover, arrangement of relevant photographs for articles and illustration work. - Production work of the magazines includes proof-reading of composed matter carrying out corrections, do the final reading of proofs and give the print order of the magazine.

Interested candidates may submit their applications in the prescribed format (Annexure-I) before 02/04/2019 (closing date) of publication of the advertisement by email at :- jobs@nrdc.in or by post to

The Incharge (P&A)
NRDC, 20-22, Zamroodpur Community Centre,
Kailash Colony Extension,
NEW DELHI-110048

Please bring original as well as attested copies of educational certificates/degrees/testimonials/work experience etc. on the date of interview.

Terms & Conditions

. The engagement will be purely temporary on contract. The contract shall be for a maximum period of one year at a time extendable on yearly basis depending on performance and requirement.

1. The Corporation reserves the right to renew or extend further engagement at its discretion on the basis of performance and need.
2. The persons engaged on contractual basis shall have to execute Secrecy agreement with the Corporation.
3. Only retired persons from Govt./PSUs/Armed Forces having sound health, required experience and zeal to work only are eligible to apply.
4. The incumbent engaged on contract will not have any claim, implicit or explicit, for consideration against any regular post in the Corporation.
5. Contract may be terminated at any time by giving one-month notice by either side.
6. The Corporation reserves right to amend/alter/change/modify any or all of the conditions if necessary or cancel the advertisement/recruitment process without assigning any reason thereof.
7. Application format is given at Annexure-I.
8. NRDC guidelines for engagement of retired employees as Consultants are given in Annexure-II.
9. No TA will be paid to the candidates for appearing in the interview.

BIO-DATA FORM
(To be filled by candidate)

Position Applied for: _____

- 1 Name (in Block Letters) :
2. Father's name :
3. Date of Birth :
(As per Matriculation Certificate)
- 4 Communication Address :
(In Block Letters)
Phone/Mobile No.
Email Id
- 5 Whether Reservation Category Belongs to : SC/ST/OBC/XSM/PH/GENERAL

6. Educational/Technical Qualifications (Please attach separate sheet if the space is insufficient) :

Examinations passed	Percentage of Marks	Year of passing	Examining Body/University
Bachelor's Degree			
Master's Degree			
Others viz. M.Phil Ph.D etc.			
Diploma/P.G. Diploma 1. 2. 3..			

7. Experience (Please attach separate sheet if the space is insufficient):
(Starting from current position in descending order)

Name of Organization	Designation/ Post	Period From To	Salary Drawn	Brief detail of assignments

8. Any other relevant information related to the present position applied (like papers published, patent analysis, projects undertaken etc.) (Please attach separate sheet if the space is insufficient)

Signature of the candidate

Date:

Please bring original certificates/documents and set of self certified Xerox copies of the certificates of qualification/experience and identity proof at the time of interview.

NATIONAL RESEARCH DEVELOPMENT CORPORATION

Guidelines for engaging retired officials of the Corporation/ Govt./ PSU/ Defence officials as Consultants.

Suitable, qualified hands with sound health to be engaged on short-term assignment basis to cope up with the acute shortage of staff in all cadres, smoothly carry out its various functions and activities. Retired employees of the Corporation will be given a chance to compete with other outside applicants.

CMD, NRDC is authorized to work out a feasible system or structure for the engagement of suitably experienced hands on short term contract (or assignment) for carrying out essential tasks to tide over the present acute shortage of manpower and to manage contemporary tasks and challenges that have emerged..

Need based contractual engagements for

1. Technical posts for business promotion or promotional activities.
2. Non-Technical posts for Business Support Divisions (Viz. P&A, F&A, Publications, Legal, Company Affairs etc.

Selection Procedure

1. All such engagements will be recommended by a Screening-cum-Selection Committee comprising of the following:-
 - i) Chairman & Managing Director,
 - ii) Any of the Chiefs
 - iii) One or two outside experts in the respective field.
 - iv) An outside representative of the SC/ST/OBC etc.
 - v) Incharge (P&A)
2. The procedure for selection of the persons and recommendations for their engagements will also be decided by the said Screening-cum-Selection

Committee. This Committee may transact business by actual meeting or by circulation. It may be decided by the said Committee whether it is necessary to hold test and/or interviews in each case.

Appointing Committee:- CMD,NRDC shall be the appointing authority in respect of contractual engagements

Tenure :- The contract in case of full time engagement shall be for a maximum period of one year at a time extendable on yearly basis depending on performance and requirement.

Age Limit : - The age range for engagement of retired persons is 60 to 65 years provided they are medically fit.

Other terms and conditions for Engagement:-

- i) The persons engaged on full time basis will not be allowed to take ny other assignment during the period of contractual engagement.
- ii) Total leave admissible of all kinds, in case of full time engages, shall not exceed 10 days in a year or pro-rata depending on the duration of contractual engagement..
- iii) HRA or any other allowance shall not be admissible . Medical facilities shall not be admissible.
- iv) Travelling Allowance/Daily Allowance while on official tour may be paid as per normal entitlement of the post/level against which engagement has been made. In case of retired personnel, it may be as per his/her entitlement at the time of retirement. In other cases, it will depend on case to case basis with the approval of Competent Authority.
- v) Telephone/Conveyance Charges/Transport and other facilities may be allowed to a contractual engage on merit (depending on operational/functional requirements) with the approval of Competent Authority.
- vi) Persons engaged on contract basis can be assigned, in addition to the specific tasks for which they are engaged, any other additional duties.

- vii) The engagement can be discontinued/terminated with one month notice or one month's salary in lieu thereof by either side without assigning any reason. Such termination/discontinuation shall be resorted to with the approval of Appointing Authority. Also, the persons engaged shall not have any claim whatsoever for regular appointment on any position on the basis of contractual engagement.
- viii) No pensionary benefit on account of the said engagement shall be admissible.
- ix) Any other terms and conditions of engagement can be determined and incorporated from time to time with the approval of Competent Authority.

Other Matters:-

All the existing personnel engaged on contractual basis would have the option to compete for any category (subject to their fulfilling the eligibility condition for that category) including the category in which they are presently engaged. In the event of selection for a different category, remuneration would be paid at prescribed rate for that category.

All the currently engaged contractual persons may be retained based on a performance appraisal, an exercise to be done annually thereafter. Rest may be engaged from the open market afresh annually. The maximum remuneration in case of any category shall not exceed Rs.60,000 including everything.

APPENDIX

Level	Eligibility	Remuneration subject to maximum as below
Sr. Consultant	Officers retiring in the Grade Pay of Rs.8700 or equivalent	60,000/-pm
Consultant	Officers retiring in the Grade Pay of Rs.7600 or equivalent	50,000/-pm
Consultant	Officers retiring in the Grade Pay of Rs.6600 or equivalent	43,000/-pm
Consultant	Officers retiring in the Grade Pay of Rs.5400 or equivalent	36,000/-pm or Rs.1400* per day where engaged on daily basis
Consultant	Officers retiring in the Grade Pay of Rs.4800 - 5400 or equivalent	30,000/-pm or Rs.1150* per day where engaged on daily basis
Jr. Consultant	Staff retiring in the Grade Pay of Rs.4200-4600 or equivalent	25,000/-pm Rs.960* per day where engaged on daily basis
Particular nomenclature	Staff retiring in the Grade Pay of Rs.1900 - 2800 or equivalent	20,000/-pm Rs.770* per day where engaged on daily basis
Particular nomenclature	Staff retiring in the posts below Grade Pay of Rs.1900 or equivalent	15,000/-pm Rs.575* per day where engaged on daily basis

- Minimum remuneration divided by 26 working days of a month.