



सीएसआईआर-भारतीय विषविज्ञान अनुसंधान संस्थान
विषविज्ञान भवन, 31 महात्मा गांधी मार्ग, लखनऊ-226001

No.IITR/Adv.01/2023

Dated: 07.02.2023

CSIR-Indian Institute of Toxicology Research, Lucknow a laboratory under Council of Scientific & Industrial Research (CSIR) conducting walk-in-interview for Retired Government Personnel for the position of Consultant-Principal Private Secretary from Central/Central Autonomous bodies for engagement as Consultant-Principal Private Secretary in CSIR-IITR, with the following job description and education qualification & experience:

S.No.	Name & Number of Position	Qualification, Experience	Age Limit (as on the last date of receipt of applications)	Remuneration per month
1.	Consultant -Principal Private Secretary (01)	(i) Graduate (ii) Should have retired from post not below the rank of Principal Private Secretary pay level 10 or above on regular basis. (iii) Must have at least 05 years experience of working as Private Secretary under Central Govt. Central Autonomous Bodies.	Should not have attained the age of 65 years	Rs.30,000/- (fixed) or (LPD-Pension) whichever is less

2. **Job Requirement:-**

(i) Taking Dictation and typing, attending telephone calls, attending visitors, convening meeting, manage all the secretariat work, in Director's Secretariat work, any work assigned by Competent Authority.

(ii) Analyses the files submitted for approval of Competent Authority and provide appropriate inputs. Knowledge of GFR/SRs/FR& SR/ Purchase Rules is.

3. The date of determining age/qualification and experience shall be the last date of walk-in-interview.

4. Date of Timing of Walk-in-Interview: Eligible candidates are required to report for the interview at 10.a.m. on 14.02.2023. Candidates reporting after 11.00 a.m. will not be entertained. The eligible candidates may appear before the Selection Committee for Interview on the date & time mentioned above at CSIR-Indian Institute of Toxicology Research, Vishvgyan Bhawan, 31 Mahatma Gandhi Marg, Lucknow. **Eligible candidates must bring with them a duly fill them a duly filled application (which can be downloaded from our website www.iitrindia.org) with all Original & self attested copies of marksheet/certificate of Educational Qualifications and Experience, PPO etc. alongwith a recent passport size photographs at the time of Walk-in-Interview.**

5. In case of failure to bring the original certificate, candidates will not be allowed to appear for the interview.

Sd/-
Administrative Officer

General terms & conditions

1. **Period of engagement:** Consultant- Principal Private Secretary in CSIR-IITR shall be contractual engaged on purely temporary basis initially for a period of 06 months or till further orders whichever is earlier. However, it may not be extended after attainment of 65 year age in any circumstances and the engagement may be cancelled, at any time by CSIR-IITR, without assigning any reason whatever by giving one-month notice.
2. **Procedure for Selection:** Consultant- Principal Private Secretary will be selected on the basis of performance in walk-in-interview.
3. **No TA/DA will be paid to the candidates for attending the interview, joining of the position.**
4. The above positions are purely temporary. Candidates engaged in these positions will not confer any right implicit or explicit for consideration for regularization/absorption against any CSIR/IITR post(s).
5. **Leave:-** The Consultant- Principal Private Secretary would not be entitled to any kind of regular leave. However, they would be entitled to Casual Leave of 8 days in a calendar year, to be calculated on pro-rata basis.
6. **Office Timing and working hours:** Engagement of Consultant- Principal Private Secretary would be on full time basis. Working hours shall be from 9:00 a.m. to 5.30 p.m. during working days including assignment during the period of contractual engagement. The Consultant- Principal Private Secretary may be called on Saturday/Sunday/other Gazetted holidays, if required.
7. **Tax deduction at Sources:-** The Income Tax or any other tax liable to be deducted , as per the prevailing rules will be deducted at sources before effecting the payment for which the office will issue TDS certificate.
8. **Confidentiality of data, information and documents:-** The information, data and documents related to the office shall remain confidential. 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 assignment for the office, without the express written consent of the office. The Consultant- Principal Private Secretary shall be bound to hand over the entire set of records or assignments to the office before the expiry of the contract and before.
9. **Conflict of Interest:** - Consultant- Principal Private Secretary engaged by this office, shall not represent or give opinion or advise to others in any matter which is averse to the interest of this office and do not perform work in manner, where conflict of Interest arises.
10. Canvassing in any form and/or bringing any political influence or otherwise will be treated as a disqualification for the above position.
11. **Termination of service:** The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 30 days. In case, a Consultant-Principal Private Secretary desires to leave the assignment, he has given 30 days notice which can be curtailed/extended depending upon the workload.

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

12.	Employment records (in chronological order, starting with the first job)				
	Name and address of employer /Institute	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 Enclosure		(i)Educational Qualification: (ii)Experience : (iii) PPO: (iv) Any other relevant documents:		

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

16. **Undertaking/Declaration**:- I hereby declare that all the statements of 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 of 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 Candidates)

Name.....

Place.....

Date:.....