

No.21/7/2023-CS.I (Coord.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS.I Division)

Lok Nayak Bhawan, New Delhi
Dated the 24 July, 2023

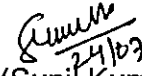
OFFICE MEMORANDUM

Sub: Vacancy Circular (VC) for engagement of "Administrative Consultants" under Ocean Mission- Regarding.

Reference is invited to Centre for Marine Living Resources and Ecology (Ministry of Earth Sciences)'s Circular No. SP-2201/12/2022-DOM Section-CMLRE/2077 dated 07.07.2023 (copy enclosed) for inviting applications for engagement of "Administrative Consultants" under Ocean Mission. The last date for receiving of applications is 21 days from the date of publication in their website (www.cmlre.gov.in under recruitment).

2. In case of any further clarification, applicants are requested to contact the concerned Ministry/Department/Office directly.

Encl: As above


24/07/2023
(Sunil Kumar)

Under Secretary to Government of India

To-
(through DoPT's website): (For Retired Officers)

F.No. SP-2201/12/2022-DOM Section-CMLRE / 2077

Centre for Marine Living Resources and Ecology
Ministry of Earth Sciences, Govt. of India
Atal Bhavan, LNG Road, Puthuvype, Cochin - 682508

Date 07.07.2023

CIRCULAR

Subject:- Engagement of "Administrative Consultant" under Deep Ocean Mission reg:-

विषय: डीप ओऑशन मिशन के तहत "प्रशासन सलाहकार" की नियुक्ति के लिए प्रस्ताव - के संबंध में

Centre for Marine Living Resources and Ecology (CMLRE) , a premier R & D institute and an attached office of the Ministry of Earth Sciences is inviting applications on project mode from experienced persons for the post of "Administrative Consultant" to deal the procurement and stores under "deep Ocean Mission- DOM" programme component of the CMLRE.

1. Details regarding eligibility, criteria, terms and conditions and remuneration are as follows:

a. Eligibility

- 1) Must have retired/ VRS from Central/ State / Autonomous services
- 2) Must be well acquainted with functioning of Government/ Ministries/Scientific Organizations,
- 3) Should be well aware of various rules and procedures of government procurement and administration, capable of handling purchase matters, vigilance, recruitment and cash etc
- 4) Age limit upto 65 years (Preferable 62 years)

b. Terms and Conditions

- 1) The last date for receiving of applications is 21 days from the date of publication in our website (www.cmlre.gov.in under recruitment) . The last date is the cut-off date for all purposes including age / qualification / experience etc.
- 2) Engagement shall initially be for a period of one year
- 3) Engagement may be extended further subject to satisfactory performance and recommendations of the concerned controlling officer.
- 4) Extension of engagement if any shall be at the sole discretion of competent authority.
- 5) Engagement may be terminated at any time by the competent authority without assigning any reason and without any notice.
- 6) Consultant will get consultancy fee of Rs.35000/- per month or last pay drawn minus pension whichever is less along with transport allowance as per instructions contained in DoE OM No. 3-25/2020-E.IIIA dated 09.12.2020. No other allowance shall be shall be admissible to the Consultant.
- 7) Consultant will be allowed the paid leave of absence at the rate of 1.5 days for each completed month of service.
- 8) The consultant will not be entitled to absorption to the post held by him/ her or any other benefits applicable to the regular employees
- 9) The consultant must be retired or opted VRS at least from Asst. Section Officer or Section Officer or equivalent or above post.
- 10) Working hours shall be from 0900 AM to 0530 PM. However in exigencies of work he/she may be required to sit late and may be called on Saturday/ Sunday and other gazette holidays.
- 11) No typing assistance shall be provided.

- 12) The consultant will require to give an undertaking that they will adhere to principles of fairness, impartiality, transparency and will avoid conflict of interest respecting relevant Government policies and principles.
- 13) The persons who fulfills the eligibility criteria and is willing to offer his services as Consultant may submit application in the prescribed proforma as in Annexure-I to reach physically or on or before the last date to :

Director
Centre for Marine Living Resources and Ecology
Atal Bhava, LNG Road,
Puthuvype, Ochanthuruth P.O.,
Cochin – 682 508

- 14) Further for selection purpose, decision of the Selection Committee will be final and binding on all candidates. Applications received with incomplete information or received beyond the last date/time will not be considered and summarily rejected without any further communication.
 - 15) Travel: TADA will not be paid for attending interview.
 - 16) The candidates need to make their own stay arrangements. CMLRE will not be responsible for any accommodation arrangement.
 - 17) The place of posting is at CMLRE, Kochi
2. The Ministries / Departments may also give wide publicity of this Circular among their staff/ Attached/ Subordinate Offices etc.

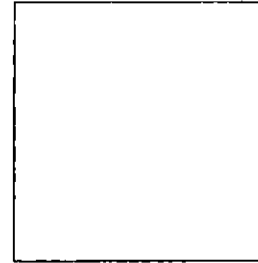
(टेलसन नोरोणा/ Telson Noronha)

वैज्ञानिक – डी एवं कार्यालय अध्यक्ष / Scientist –D and Head of Office

To

1. IT Division for uploading on e-office portal as well as this Office's website
- ✓2. Department of Personnel and Training (Under Secretary, CS-I (Coord) Division, Lok Nayak Bhavan, Khan Market, New Delhi 110 003 for uploading on its website for wide publicity (email: r.chakrapani@nic.in)

PROFORMA



**Engagement as Administrative Consultant in Centre for Marine
Living Resources and Ecology**

1. Name
2. Date of Birth
3. Contact Number (Mobile)
4. Address of Communication
5. Post from which retired
6. Date of joining in Government service
7. Date of Retirement
8. Name of Ministry/ Department from which retired
9. Last Pay Drawn
(whether copy of PPO enclosed)
10. Educational Qualifications
11. Details of knowledge in computer
12. Brief particulars of experience

Post held	From	To	Ministry/ Department	Subjects handled (in brief)

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.

(signature of the applicant)