



भारतीय भूचुंबकत्व संस्थान

INDIAN INSTITUTE OF GEOMAGNETISM

(विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार के अंतर्गत एक स्वायत्त निकाय)

(AN AUTONOMOUS BODY UNDER THE DEPARTMENT OF SCIENCE AND TECHNOLOGY, GOVT. OF INDIA)

प्लॉट नं.5, सेक्टर-18, कलंबोली हाइवे/ PLOT NO.5, SECTOR-18, KALAMBOLI HIGHWAY,
न्यू पनवेल, नवी मुंबई / NEW PANVEL, NAVI MUMBAI – 410 218.

Walk in Interview

Advt.No: 02/IIG/HRD /2025

Indian Institute of Geomagnetism (IIG), an autonomous Institute under the Ministry of Science & Technology, Government of India, Institute invites applications from retired officers from Central Autonomous Institutes preferably IIT's/NIT's/IIT's for engagement as "Consultant" in the IIG HQ, Panvel as under: The position is purely temporary basis, initially for a period of one year.

Name of the Post	:	Consultant
No. of Post	:	02
Eligibility criteria & Experience	:	<p>i. Minimum qualification:-Graduate in any discipline.</p> <p>ii. Should have retired from the rank of Section Officer/ Administrative officer or equivalent on regular basis.</p> <p>iii. Should be well-versed with the following: All GoI rules and regulations related to reservation roster mechanism, Recruitment rules, Administrative & Establishment/Purchase & Stores Management, Secretariat Matters, RTI, court cases, Grievance redressal, contract executions, Audit etc.</p> <p>Desirable qualification:</p> <p>i. Degree in Law from a recognized university.</p> <p>ii. Should have knowledge of computer applications and should be able to work independently.</p>
Age limit	:	Not more than 64 years as on the closing date of application.
Scope of Duties	:	During the period of engagement, the consultants would support IIG in works related to administration & establishment and any other matter as required by IIG.
Remuneration (Per Month)	:	Fixed monthly remuneration as per Department of Expenditure's O.M. No. 3-25/2020-E.IIIA dated 09.12.2020. read with Department of Expenditure OM No. 03-25/2020-E.III(A)/Pt. dated 18.10.2023

General Terms & Conditions:

- 1. Period of engagement:** The engagement shall be initially for a period of one year 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.
- 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.
- 3. Remuneration:** Apart from consolidated remuneration, no perquisites such as HRA, DA, residential accommodation will be provided. Retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.
- 4. Age Limit:** Not more than 64 years.
- 5. Scope of Duties:** During the period of such engagement, the Consultant would be required to perform work as assigned to him by the Competent Authority in the Institute.

6. **Leave:** The consultant would not be entitled to any kind of regular leave. However, they would be entitled to Casual leave at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed 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.
7. **TA/DA:** No TA/DA will be paid to the candidates if called for attending the interview or for joining the assignment or on its completion.
8. **Office time and working hours:** Working hours shall be from 9.30AM to 6.00 PM during working days including half an hour lunch break in between. The Consultant will not be allowed to take any other assignment during the period of this contractual engagement. He/she may be called on Saturday/Sunday/Other Gazetted holidays, if required. The consultant will be required to mark his/her attendance in biometric system.
9. **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.
10. **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.
11. **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 Institute. He/she would not be permitted to take up any other assignment during the period of engagement.
12. **Termination of service:** The engagement may be terminated at any time by the office without assigning any reason. In case, a consultant desires to leave the assignment, he/she is to give 30 days' 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 misconduct, his/her services can be terminated immediately without any notice.
13. **How to apply:**

Interested candidates may apply in following ways:-

 - a. Send detailed resume through email with a copy of PPO & supporting documents
OR
Email duly filled form with PPO & supporting documents to iig.registrar@iigm.res.in by **May 27, 2025**.
 - b. Submit hard copy of resume or duly filled form with PPO & supporting documents to the Director, Indian Institute of Geomagnetism Mumbai, Plot 5, Sector 18, Near Kalamboli Highway New Panvel Navi Mumbai, 410218 by **May 27, 2025**.
 - c. Shortlisted candidates will be called for interview, intimation will be sent through email.
14. Person engaged will not be treated on par with regular employees of IIG and shall have no right to claim implicit or explicit for their absorption or regularization in IIG.

Sd/-
Registrar

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

Advertisement No		Affix the Photograph	
Name in full (in Block letters)			
Father's/Husband's Name:			
Date of Birth (DD/MM/YYYY)			
(b) Age as on closing date	Years	Months	Days
Nationality			
Religion			
Category (SC/ST/OBC/PH/GEN)			
Date of superannuation from Govt. Service			
PPO No. (Enclose Xerox Copy) **			
Complete residential address (In block letters) with phone number/mobile no./Email ID**			
Office address at the time of retirement (In block letters)			
Educational Qualifications in chronological order beginning from SSC(10th Onwards)			
University/Institution/Board	Year of Passing	Subject Taken	Result with Division/Class
Employment records (in chronological order starting with the first job)			
Name and address of employer/institution	Period of		Designation of post held and scale of pay PB/GP
	From	To	Area of Experience

Additional relevant information, if any, in support of your suitability for the said engagement*						

* Attach separate sheet, if required.

** Mandatory fields

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.....

Signature of the Candidate.....

Date.....

Name.....