

**CSIR-CENTRAL MECHANICAL ENGINEERING RESEARCH INSTITUTE  
DURGAPUR-713209**

No.4(23)/2018-T&G

Date:12.12.2018

**Engagement of Retired Government Servants from Central/ State Govt./ Autonomous bodies on short term contract basis in CSIR-CMERI, Durgapur-Reg.**

1. CSIR-CMERI invites applications from retired Govt. servants from Central / State Govt./ Autonomous bodies, for preparation of panel for engagement in the following grades:

S.No	Name of the post	No. of incumbents to be empanelled	Age Limit (as on the last date of receipt of application)	Remuneration per month
1.	Staff Car / Bus Driver*	08	Maximum 64 years	Rs.8,000/-

\*For Driver out of eight, at least 3 nos should possess both heavy & light vehicle license. Only employees retiring from Govt/Autonomous Bodies on attaining the age of superannuation after satisfactory completion of service are eligible to apply.

2. The details including eligibility criteria, terms & conditions of engagement are placed at Annexure-I.
3. Interested candidates, who fulfill the eligibility criteria may submit their application in the prescribed proforma (Annexure-A along with Annexure-B & C), in sealed cover-super-scribed, "Engagement of retired drivers on contract basis in CSIR-CMERI" which should reach this office on or before 10.01.2019 from the date of notification, at the following address:- The Administrative Officer, CSIR-CENTRAL MECHANICAL ENGINEERING RESEARCH INSTITUTE, DURGAPUR-713209, Dist: Paschim Burdwan (West Bengal).
4. In the event of any change like extension of the last date, cancellation of advertisement or date of interview or for any latest developments for receipt of application, shall be notified on the Institute website: cmeri.res.in Therefore, interested applicants are advised to regularly log on to the website for latest updates.

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प्रशासनिक अधिकारी/Administrative Officer

## ELIGIBILITY CRITERIA

The retired employees proposed for engagement shall be well acquainted with the functioning of Central Government Ministries/Departments. Retired persons as mentioned below, from Central Government Ministries/Department/Central Autonomous bodies need to apply.

Name of Position	No. of persons likely to be engaged	Eligibility Criteria	Desirable	Remuneration per month
1.	2.	3.	4.	5.
1. Staff Car /Bus Driver	04	Should have retired from Central Govt/State Govt./Autonomous Bodies as Staff Car /Bus Driver with valid heavy/Light Driving vehicle license, necessary Medical Fitness Certificate, <b>not below the grade of post carrying GP of Rs.4200/- or Rs.4600/- in PB-2(6<sup>th</sup> CPC) &amp; Pay Level-6 or 7 (7<sup>th</sup> CPC) on regular basis.</b>	Having working experience in driving of staff car or bus.	Rs.8,000/-

### Terms & Conditions

#### 1. Period of engagement

The engagement shall be purely on temporary basis and initially for a period of one year or till further orders whichever is earlier. The tenure of short term contract can be extended depending upon the performance or functional requirement of the Institute with the approval of the Competent Authority. The contract deemed to be ceased automatically the moment the driver attains the age of 65 years or date of notice of termination of contract whichever is earlier.

#### 2. Selection procedure

The engagement will be purely on short terms contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Retired employees will be selected from shortlisted candidates, may be after interview.

#### 3. Remuneration

As stated in column 5 of the eligibility criteria.

#### 4. Scope of Duties

During the period of engagement, the retired drivers would be required to perform any work as assigned to them by the In-charge concerned/ Branch Head to run the Office/School Buses, Trucks, Jeeps/Staff Cars including maintenance and cleanliness of the vehicles.

## **5. Leave**

The retired employees 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. TA/DA**

No TA/DA is admissible for joining the assignment or on its completion. Should they be required to travel outside in connection with the official work during the period of their engagement they will be entitled to draw TA/DA, if required for office work, as per normal rules as applicable to any serving Officer of an equivalent rank in CSIR-CMERI.

## **7. Office time and working hours**

Engagement of retired employees would be on full time basis. Working hours shall be from 9:30 AM to 6:00 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. They may be called on Saturday/ Sunday/Other Gazetted holidays, if required.

## **8. 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 payment for which the office will issue TDS certificate.

## **9. Confidentiality of data and documents**

The Intellectual Property Rights (IPR) of the data collected as well as deliverables 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. They 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.

## **10. Conflict of interest**

The retired employees engaged 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 office.

## **11. Termination of service**

The engagement of retired drivers may be terminated at any time by the office without assigning any reason by giving a notice of 15 days. In case, he/she desires to leave the assignment, he/she is to give 15 days' notice which can be curtailed / extended depending upon the workload.

## **12. Guidelines for submission of the application**

The duly completed applications in the prescribed proforma should be submitted so as to reach the office within 10 working days from the date of notification. Any application received after the above date will not be entertained. The application should be submitted with the following documents:-

- a) Copy of retirement notification
- b) Copy of PPO
- c) Certificate in support of education qualification.

(The applicant shall self-certified the documents submitted with his application.)

**Annexure-A****Proforma****Application for engagement of Retired Employees in CSIR**

1.	Name in full (Block letter)		Attested photograph to be pasted			
2.	Father's/Mother's Name					
3.	Date of birth					
4.	Date of appointment (DD-MM-YYYY)					
5.	Date of superannuation from Govt. service					
6.	Educational qualification					
7.	Date of superannuation from Govt. service					
8.	Mode of Retirement-(Superannuation/VR/any other)					
9.	Last pay drawn					
10.	Pay Band + GP/Pay Level (at retirement)					
11.	PPO No. (Enclose Xerox Copy) self certified.					
12.	Complete residential Address with phone number/mobile no.					
13.	Office address at the time retirement					
14.	E-mail id					
15.	Phone/ Mobile No.					
16.	Aadhar no.					
17.	Brief particulars of experience of Govt. service during last five years, just before retirement	Post	From	To	PB/GP (6 <sup>th</sup> CPC) Pay Level/Cell (7 <sup>th</sup> CPC)	Area of Experience
18.	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary					
19.	Name of two references preferably from the organization in which worked alongwith Address and contact number	1. 2.				
20.	Present Residential Address for correspondence					
	Pin Code					

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further state that I was clear from vigilance angle at the time of my retirement and I am medically fit to perform office work. I have read this document and ready to accept all the terms & conditions for engagement of retired employees

(Signature of the Candidate)

Place

Date

**MEDICAL EXAMINATION REPORT**

To be filled by Medical Officer/Practitioner

- 1. Name of the applicant : .....
- 2. Identification marks (1) : .....
- (2) : .....

Declaration:

- 3 (a) Does the applicant, to the best of your judgment, suffer from any defect of vision? If so, has it been corrected by suitable Spectacles? **Yes/No**
- (b) Can the applicant, to the best of your judgment, readily distinguish the pigmentary colours, red and green? **Yes/No**
- (c) In your opinion, is he able to distinguish with his eyesight at a distance of 25 meters in good day light a motor car number plate? **Yes/No**
- (d) In your opinion, does the applicant suffer from a degree of deafness which would prevent his hearing the ordinary sound signals? **Yes/No**
- (e) In your opinion, does the applicant suffer from night blindness? **Yes/No**
- (f) Has the applicant any defect or deformity or loss of member which would interfere with the efficient performance of his duties as a driver? If so, give your reasons in detail. **Yes/No**
- (g) Optional
  - (a) Blood Group of the applicant (if the applicant so desires that the information may be noted in his driving licence),
  - (b) RH factor of the applicant (if the applicant so desires that the information may be noted in his driving licence).

## Certificate of Medical Fitness

I certify that:-

- a) I have personally examined the applicant Shri/Smt/Kum.....
  - b) That while examining the applicant I have ensure special attention to his/her vision;
2. While examining the applicant, I have ensured special attention to his/her hearing ability, the condition of the arms, legs, hands and joints of both extremities of the applicant.

And, therefore, I certify that, to the best of my judgment, he is medically fit/not for the post of Staff Car Driver. The applicant is not medically fit for the post of Staff Car Driver for the following reasons: -

1.Name and designation of the Medical Officer/Practitioner

(Seal)

2.Registration Number of Medical Officer/Practitioner

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Left hand thumb and finger impressions

THUMB

FORE-FINGER

MIDDLE-FINGER

RING-FINGER

LITTLE- FINGER

\_\_\_\_\_  
Attested photograph  
to be pasted here  
  
\_\_\_\_\_

Note: The Medical Officer/Practitioner shall affix his signature over the photograph affixed in such a manner that part of his signature is upon the photograph and part on the certificate.

Ref.: No.

Date:

**To Whomsoever It May Concern**

This is to certify that Mr./Mrs. ....Son/Daughter of Mr.  
.....has worked as.....in our  
Ministry/ Department .....(Name and address of the  
Ministry/ Department) from .....to.....with our entire  
satisfaction. During the period, he had worked with officers of the level of Joint Secretary and  
above for a period of .....years.....months.

Sincerely,

Name  
Designation  
Office Name & seal