

F. No. 3-5(ISLRTC)/2022
Indian Sign Language Research and Training Centre (ISLRTC)
Department of Empowerment of Persons with Disabilities (Divyangjan),
Ministry of Social Justice & Empowerment, Govt. of India,
Module No. 403-405, 4th Floor, NSIC Business Park,
Okhla Industrial Estate, New Delhi-110020

Date: 18th August, 2022

NOTIFICATION FOR ENGAGEMENT OF CONSULTANT (ADMINISTRATION) ON CONTRATUAL BASIS

ISLRTC is an Autonomous body under the Department of Empowerment of Persons with Disabilities (DEPwD), Ministry of Social Justice & Empowerment, Government of India. The objective of the Centre is to develop manpower for using, teaching and conducting research in Indian Sign Language.

2. The Centre invites applications for the 01 post of Consultant (Administration) on contractual basis initially for the period of 06 months. The eligible criteria are as follows:-

- | | | |
|------|-----------------|---|
| i. | Eligibility | Retired Government servant from Central / State Government / Autonomous Body, PSUs at level at Assistant / Section Officer with minimum experience of 15 years, preferably in Administrative / Accounts / Purchase field. He / She should be well acquired with functioning of Central Government Ministries Department. |
| ii. | Qualification | a) Graduation in any stream.
b) Computer proficiency with good typing speed is must. |
| iii. | Upper age limit | 65 years |
| iv. | Remuneration | Consolidated salary of Rs. 40,000/- + Rs. 3,000/- (Conveyance Allowance). The total monthly consolidated salary and pension drawn by the retired Government servants shall not be more than the last day drawn by him calculated at the current rates of Dearness Allowance, in case of retired Government servants (last basic pay drawn minus basic pension). |

3. The applications in the prescribed format (**Annexure-II**), complete in all respects with self attested copies of educational qualifications, date of birth, copy of PPO, Last Pay Certificate, Aadhar Card and PAN number etc. may be send to Deputy Director (Administration), Indian Sign Language Research and Training Centre (ISLRTC), Module No. 403-405, 4th Floor, NSIC Business Park, Okhla Industrial Estate, New Delhi-110020 by or before 12th September, 2022 (up to 05:30 pm).

4. Applications received after the closing date and time or otherwise incomplete in any respect will not be considered.

5. **Terms and Conditions:** The terms and conditions for engagement of Consultant (Administration) are as given in **Annexure-I**.

6. The ISLRTC reserve the right to accept or reject the application without assigning any reasons.

7. Crucial date for determining upper age limit and eligibility conditions shall be on 12th September, 2022. The Centre reserves the right to short-list the number of applications, based on the criteria of higher qualifications and career profile of the applicants and the decision of the Centre in this regard shall be final.

(Sanjay Kumar)
Deputy Director (Admin.)

GENERAL TERMS AND CONDITIONS

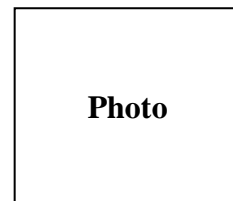
- i) **No right for permanent employment in Government:** The nature of engagement will be purely contractual and such engagement will not bestow any right for regular/permanent engagement/appointment in the Centre. Also, engagement as Consultant (Administration) will not be treated as a case of re-employment in any manner.
- ii) **TDS:** TDS as admissible shall be deducted from the month remuneration of the Consultant (Administration). TDS certificate shall be issued by the concerned DDO on demand.
- iii) **Leave:** Paid leave of absence will be admissible @1.5 days for each completed month. There will be no accumulation of leave beyond a calendar year.
- iv) **Procedure for Selection:** All applications received will be scrutinized, shortlisted and will be placed before a Screening Committee. The Screening Committee will interact with the shortlisted candidates and recommended a panel, including waitlisted candidates. Recommendations of the Screening Committee will be placed before the Competent Authority for approval.
- v) **Submission of File/Cases:** Consultant (Administration) will be required to submit their files/cases through their controlling officers.
- vi) **Working Hours:** Working hours of the Centre is from 09:00 Hrs to 05:30 Hrs. However, in the exigency of work, Consultant (Administration) may be required to sit late and attend office on Saturdays/Sundays/Holidays. No compensatory leave will be given for attending office on Saturdays/Sundays/Holidays. Consultant (Administration) would be required to compulsorily enroll themselves in Aadhar based Biometric Attendance System (BAS) and mark their attendance at the time of arrival and departure.
- vii) Consultant (Administration) will be governed by the Official Secrets Act, 1923 and shall not disclose any information/data that they may gather by virtue of Consultant (Administration), to any unauthorized person during or after period of their engagement as Consultant (Administration) in the Centre. In this regard their attention is also drawn to various Circulars issued by the CVC/other Statutory Bodies under which any misuse of official position makes them accountable and triable under the due process of law.
- viii) Consultant (Administration) must work and act all times, in the interest of the Centre and render service with professional integrity, transparency, competitiveness and courtesy.
- ix) **Performance Appraisal:** A Performance Appraisal of the Consultant (Administration) will be done to bring objectivity in the assessment of performance of Consultant (Administration) preferably on quarterly basis. Assessment will be done by the controlling officer and same shall be placed before the Competent Authority in Center for further continuation or termination of the Consultant (Administration), as the case may be.
- x) **Termination:** Centre may terminate contract for engagement as Consultant (Administration) under any of the following conditions.
 - a) Consultant (Administration) unable to address the assigned works.
 - b) Quality of output of Consultant (Administration) not to the satisfaction of the Centre.
 - c) Consultant (Administration) failed to do the work within the prescribed time.
 - d) Consultant (Administration) lacking in honesty and integrity.
 - e) The Centre also reserves the right to terminate the contract unilaterally by giving 15 days' notice. Consultant (Administration) will also have the right to end the contract by giving 15 days' notice. Consultant (Administration)'s Notice Period can be curtailed with the approval of Competent Authority.
- xi) **Rights of the Centre:** The Centre reserves the right to cancel the advertisement, at any stage. It may accept or reject any application(s) received even after closing of advertisement or extend due date for receiving applications.

Indian Sign Language Research and Training Centre (ISLRTC)

Application No. (For office use).....

CURRICULUM VITAE PROFORMA

Application for the post of:



1.	Name(in Block Letter)				
2.	Father's/ Spouse Name				
3.	Date of Birth				
4.	Gender				
5.	Mailing Address				
	Tel./Mobile No.				
	E-mail address				
6.	Permanent Address				
7.	Educational Qualification from Graduation onwards:				
	Course	University/Institute	Subject	Year of Passing	Division/Class
8.	Do you have Laptop/Computer (Yes/No)				
9.	Knowledge of Computer/Internet (Please tick)				
(a)	MS Word:				working knowledge/proficient
(b)	MS Excel				working knowledge/proficient
(c)	Power Point Presentation				working knowledge/proficient
(d)	Internet application and tools (cloud/sharing etc.)				working knowledge/proficient
(e)	E-Office: working knowledge/proficient				working knowledge/proficient

10.	Details of employment during the last 15 years (in descending order i.e., latest first)					
Sl. No.	Ministry/Department	Post Held	Last Basic Pay	Period		Nature of Duties
				From	To	
11.	Date of Retirement with copy of order/PPO, if any					
12.	Last Pay Scale/Level and Pay Drawn					
13.	Any other relevant information					

DECLARATION

I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incomplete/incorrect, my candidature is liable to be rejected and I shall be bound by the decision of the Indian Sign Language Research and Training Centre (ISLRTC). I have read the Vacancy Circular and ready to accept all the terms and conditions for engagement of Consultant (Administration).

Place:.....

Date:.....

Signature:.....

(Full Name of the applicant).....

Sl. No.	Detail of Enclosures
a)	
b)	
c)	
d)	
e)	
f)	
g)	
h)	
i)	