

Technology Development Board
(A Statutory Body of Department of Science and Technology)
Government of India

VACANCY NOTICE

File no: TDB-11017/5/2022- Admin

Dated: 03rd March, 2023

Subject: Engagement of Retired Officer as Consultant (Admin / Accounts) in the Technology Development Board – Reg.

Applications are invited in the prescribed format for the full time position of Consultant (Admin / Accounts) on contract basis at TDB office, New Delhi for a period of six months on a fixed consolidated salary as per Ministry of Finance, Dept of Expenditure, OMFNo.3-25/2020-E. IIIa dated 09.12.2020 and as amended from time to time. The applicant should fulfil the following eligibility conditions: -

1. Essential Criteria:

- a) Retired Govt. Employees from Central Govt./ State Govt./ Autonomous/ Statutory Bodies/ Para Military Forces/ Armed Forces having finance/ accounts/ admin experience in Grade pay level 11/10 of Pay matrix as per 7th CPC.
- b) The upper age limit should not exceed 62 years, as on 01.01.2023.

2. Desirable Criteria:

- a) The applicant should have working knowledge of procurement procedure, Establishment work, Accounts, Audit, Allowances as per Govt. Norms.
- b) Sound knowledge of Govt accounting procedures, GFR, FR, SR and other financial manuals.
- c) Good command over English language.
- d) Knowledge of computer applications (MS –Word/PPT/Excel) etc.

3. The engagement of Consultant shall be subject to the following conditions:

- a) The retired Government servant himself should apply expressing clearly giving his willingness for his engagement as consultant stating his suitability for the broad nature of work.
- b) The engagement of the Consultant will be purely on contract basis.
- c) The Consultant will be required to sign a non-disclosure undertaking.
- d) Working hours shall normally be from 9.00 am to 5.30 p.m. including half an hour lunch break in between. However, in exigencies of work, he may be required to sit late and they may be called on Saturday/Sunday and other Gazetted holidays.
- e) The retired official on his engagement as consultant may be allowed leave at the rate of one and half days for each month. To perform outstation duties, TA/DA as per his entitlement before his retirement will be paid.

- f) The services of consultant can be terminated at any time without assigning any reason whatsoever. However, if the consultant is not willing to continue for whatsoever reasons may be, he may give minimum one month's notice to the office. The decision of Secretary, Technology Development Board shall be the final in all respects.
- g) No typing/secretarial assistance shall be provided.
4. Officers who have retired recently may be given preference.
5. The prescribed essential criteria are minimum and the mere possession of the same does not entitle candidates to be called for interview. If the number of applications received in response to Advertisement is large, the TDB may restrict the number of candidates to be called for interview to a reasonable limit through a shortlisting process based on a well-defined criterion which may include possessing of desirable qualifications and / or experience prescribed in the advertisement and/or qualifications / experience in a particular field as per the specific requirement of the organization. A panel of candidates may be prepared from the candidates called for interview which will remain valid for '01' year from the date of interview. The panel can be used to fill up vacancy arising as notified in this advertisement as well as vacancy arising subsequently due to non-joining of the selected candidates for any reason till the date of validity of the panel. No correspondence will be entertained from candidates who are not called for interview / selected for appointment. **CANVASSING IN ANY FORM WILL RESULT IN DISQUALIFICATION OF CANDIDATURE.**
6. The persons who fulfil the eligibility criteria and are willing to offer their services as consultant may submit their applications in the prescribed performa to Under Secretary, Technology Development Board, Department of Science & Technology, Block-II, Second Floor, Technology Bhawan, New Mehrauli Road, New Delhi-110016 by Registered Post or through Speed Post in a cover superscribed "APPLICATION FOR THE POSITION OF CONSULTANT (ADMIN/ ACCOUNTS)". Candidates are also advised not to send applications by ordinary posts or through courier.

The last date of submission of application is 21st April 2023 till 5:00 pm.

**Under Secretary
TDB**

Recent passport
size Photograph
to be pasted here

PROFORMA

**APPLICATION FOR ENGAGEMENT AS CONSULTANT IN
TECHNOLOGYDEVELOPMENT BOARD**

- 1 Name:
- 2 Date of birth:
- 3 Contact Number (Mobile)/e-mail:
- 4 Address for communication:
- 5 Date of joining in Government Service:
- 6 Date of retirement:
- 7 Name of the Ministry/Department from which retired:
- 8 Last pay drawn (Copies of LPC and PPO should be enclosed):
- 9 Grading of last five years ACR Year Grading:
- 10 Education qualifications:
- 11 Details of knowledge in computer:
- 12 Employment Record in following format:-

S.No	Post held / Designation	Name of Ministry / Department	Type of appointment (Ad-hoc / regular/ temp. / permanent)	Period		Total period of each employment in years, months & days	Scale of pay	Nature of duties /
				FROM	TO			

Name and Signature of Applicant

Place:

Date: