

**Government of India**  
**Ministry of Science & Technology**  
**Department of Science & Technology**

Dated: 19<sup>th</sup> August, 2019

**ADVT. No. DST/ A-12024/01/2019-Estt.II**

**Advertisement: Engagement of Consultant (01) in Department of Science & Technology, New Delhi, on contract basis.**

Department of Science and Technology intends to engage the service of 01 Consultant having sufficient experience in handling court matters as detailed below, on contract basis, for a period of one year. The applicants meeting the requirements are requested to apply as per the Pro forma given at Annexure I.

**A. Qualifications: -**

Essential:

1. Bachelor's Degree or equivalent from a recognized University.
2. Must be a retired Govt. Servant having sufficient experience of the Central Government Ministries/ Departments in handling Court matters.
3. Should have retired in the Grade Pay of Rs. 6600/- or above.

Desirable:

Sufficient experience of working in the Central Government Ministries/Departments. He/she should have effective communication and inter-personal skills with flair for in-depth examination with specific focus on court cases, thus, assisting the Department in filing of replies, preparation of para-wise comments/ counter affidavits and other related issues.

**B. Age: -**

Not more than 63 years as on the closing date of the Advertisement/Notice.

**C. Remuneration and Other Allowances: -**

Consolidated remuneration will be fixed on the basis of Last Pay drawn at the time of retirement minus uncommuted value of pension.

No other allowance such as DA, HRA etc. will be admissible. Facilities like transport facility, residential accommodation, CGHS, Medical reimbursement would not be given.

Grant of reimbursement of travelling allowance, in case the Consultant is required to travel for appearing before the Tribunals/Courts, out of Delhi, for representing the Department, would be examined on case to case basis and would be granted, if found admissible after obtaining approval of Secretary, DST.

**D. Nature of Duties: -**

Attending to court cases, preparation of para-wise comments/Counter Affidavit, pursuing the legal proceedings in different Courts of Law, scrutinizing the claims of Govt. Counsels about their legal/professional fee.

**E. Terms of Engagement: -**

- (i) The consultant having accepted the offer of engagement, shall enter into a contract, also having the confidentiality clause, with the D/o Science & Technology, detailing the terms and conditions of engagement, before being assigned any work.
- (ii) The tenure of the Consultant will be One year from the date of engagement. The tenure may be terminated by giving one month's notice on either side.
- (iii) Any breach of contract executed by the Consultant with the Department shall be considered a sufficient ground for the termination of the engagement made under the Contract and may further debar such Consultant from future engagement by the Department.
- (iv) DST or its representative reserve the right to reject any application without assigning any reasons.
- (v) Consultant shall be eligible for 8 days leave in a calendar year on pro-rata basis. Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next year. Department would be free to terminate the services in case of absence by more than 15 days beyond the entitled leave in a calendar year.

**F. Mode of Selection: -**

Applications received in response to advertisement will be scrutinized and shortlisted applicants will be called for a personal interaction and documents verification with original documents. Based on qualification, experiences & outcome of personal interaction, the candidate will be selected.

**How to apply:**

Candidates desirous of applying for engagement mentioned above, may submit their application as per the format provided at Annexure I, to **Under Secretary, Estt.II Cell, Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi – 110016, on or before 11<sup>th</sup> September, 2019 till 5:30 P.M.** Applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. DST shall not be responsible for any delay on the part of postal department for delivery of application even if posted before the last date. No representation against such rejection will be entertained.

**CURRICULUM VITAE PROFORMA**

1. Advertisement No. : **DST/ A-12024/01/2019-Estt.II**
2. Post applied for : **Consultant**
3. Name and Address :  
(in Block Letters)
4. Date of Birth :  
(in Christian era)
5. Date of retirement under :  
Central/State Government  
Rules
6. Educational Qualifications :
7. Whether Educational and :  
other qualifications required  
for the post are satisfied. (**if  
any qualification has been  
treated as equivalent to the  
one prescribed in the Rules,  
state the authority for the  
same**)

Essential	Qualifications/Experience Required	Qualifications/Experience Possessed by the officer
Desired (if applicable)		

8. Please state clearly whether in :  
the light of entries made by  
you above, you meet the  
requirements of the post
9. Details of Employment/Experience in chronological order. Enclose a separate sheet duly  
authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held	From	To	Scale of pay, Grade Pay and basic pay	Nature of duties (in detail)

**DECLARATION**

I hereby, undertake that the information given in the Curriculum Vitae is true and correct. I agree to the terms and conditions for engagement as Consultant.

Place:

Date:

Signature of the Candidate

Name:

Address:

Mob. No.