

**TERMS OF REFERENCE FOR Application from Individuals for
Engagement as Consultant (Administration)
in C-MET, Hqrs – Pune**

C-MET invites applications from Indian nationals possessing excellent academic record and relevant work experience to engage as Consultant (Administration) on contract basis.

Scope of Work/ Job Responsibility:

A brief scope of work/job responsibility expected from the Professional Consultant (Administration) shall be as per Annexure-I. This is not exhaustive. DG/Registrar may entrust work as may be required at that point of time in the interest of the society.

Eligibility Criteria:

The Consultant proposed for engagement should be well acquainted with functioning of Autonomous Societies and persons who have retired from the post of Administrative Officer (PB3: Rs.15600-39100 with GP 5400) from Central Govt. Ministries / Department / R&D / Academic Institution/PSU/Autonomous Bodies/Statutory Bodies.

Age Limit:

Candidate should not be more than 65 years of age as on 14.09.2017.

Type of engagement.

The Appointment will be purely on contract basis.

Accommodation:

The Consultant needs to have own accommodation facility in Pune. Neither accommodation nor House Rent will be provided by C-MET as the remuneration is all inclusive.

Contract period:

The selected candidates should be prepared to join within 2 weeks (15 days) of offer of appointment. The Contract would be for a period of six months but extendable for another six months upon review of performance by a committee constituted by the DG.

Terms of Payment :

A consolidated amount of Rs. 40,000/- p.m. (Forty thousand only) shall be paid as remuneration. No other allowances shall be paid.

Tax Deduction at Source:

The income tax or any other taxes liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the C-MET will

issue TDS Certificate / taxes as applicable shall be payable extra, at the prevalent rates.

No Extra Charge:

The monthly remuneration approved by C-MET in the contract will be inclusive of the cost of consultant's travel, lodging and boarding, conveyance and all incidental expenses, professional fees etc. No separate charges will be payable by C-MET on any such account. However, in case the Consultant is required to travel outside Pune in the context of the Work assignment, C-MET shall reimburse the actual cost as per the rules/regulations of the Central Government/ C-MET.

C-MET reserves the rights , as follows:

To decide to cancel this advertisement and not to proceed in the matter, at any stage and accept or reject any or all applications, without giving any explanation whatsoever.

Termination of Agreement:

C-MET may terminate the contract to which these terms apply if :

- The Consultant is unable to complete the assigned work.
- Quality of the assigned works is not to the satisfaction of C-MET.
- The Consultant fails in timely achievement of the milestone as finally decided by the C-MET.
- The Consultant is found lacking in honesty and integrity.

C-MET reserves the right to terminate the contract by giving 15 days notice to the consultant .

Terminations shall be effected by written notice served on the Consultant and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party/s rights accrued before termination.

Basis of Evaluation :

The scrutiny of applications will be carried out on the basis of relevant experience in analogous post.

GENERAL TERMS AND CONDITIONS

- If the documents submitted by the candidate at the time of the interview is found incorrect/false, the candidature will stand cancelled. If any of these shortcomings are detected after appointment, his/her services are liable to be terminated. C-MET reserves the right to reject the candidature at any stage and the decision of C-MET will be final.
- No TA / DA will be paid for attending the interview.
- C-MET reserves the right to raise/modify the eligibility criteria of the minimum educational qualification and/or minimum work experience.
- Leave for every month of service, which can be availed of at any time during the period of the contract.
- C-MET reserves the right to revise the terms & conditions during the tenure of the contract.
- Consultant will neither be entitled to the benefits of Provident Fund Scheme nor Gratuity on conclusion of the contract.
- The contractual engagement will not confer any right or entitlement for claiming absorption against any regular post in C-MET.
- Working hours of C-MET is 9.00 AM to 5.30 PM. Consultant is expected to put in minimum 40 Hours of work per week.
- Candidates shall apply in prescribed format by e-mail at jobs@cmet.gov.in or radhajaisimha@yahoo.co.in or by Speed post to Registrar, C-MET, Panchwati, Off Pashan Road, Pune – 411 008. Last date for receipt of duly filled application is 1700 hrs on 14.09.2017. Late applications due to postal delays or otherwise shall not be considered.

Job Description

To assist Registrar/DG –

- on all matters relating to Personnel, Administration, Purchase
- on all correspondences relating to the Headquarters matters.
- in preparation of agenda papers for the Governing Council and Executive Committee Meetings,
- Preparation of minutes and overall assistance in conducting the meetings.
- maintenance and upkeep of the premises and the property of the Society.
- in conducting review promotions for the Technical / Non-Technical/Administrative staff of C-MET.
- co-ordination/follow up with Administrative Ministry on pending matters.
- in recruitment process of Scientific & Administrative staff in C-MET.