**TERMS OF REFERENCE FOR   Application from Individuals for
Appointment as Consultant (Techno-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 (Techno-administration) on contract basis.

Scope of Work/ Job Responsibility:
A brief scope of work/job responsibility expected from the Professional Consultant (Techno-administration) shall be as per Annexure-I. This is not exhaustive. DG 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 scientific societies and persons who have retired from the post of or equivalent   from Central Govt. Ministries / Department / R&D / Academic   Institution   and retired at the level of   Scientist "E" (PB4: Rs.37400-67000 with GP 8700) and above.

Age Limit:
Candidate should not be more than 65 years of age as on 31st December 2016.

Type of appointment :
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 6 months but extendable for another Six months upon reviewing the performance by a committee constituted by the DG.

Terms of Payment :
The remuneration fee will be fixed as per DOPT instructions as contained in OM No. 16012/12/2005 ESH-(Allowances) dated   10.03.2003 i.e fee should not exceed (Last Pay drawn + DA) minus (pension + Dearness pay thereon).   However maximum cap shall be Rs. 80,000/- (All inclusive).

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 / Service Tax, as applicable shall be payable extra, at the prevalent rates.

No Extra Charge:
The monthly fees approved by the C-MET in the contract will be inclusive of the cost of consultant's travel, lodging and boarding and also all incidental expense, professional Fees etc. No separate charges will be payable by C-MET on any such account, However in case the Consultant are required to travel outside Pune in the context of the Work assignment, C-MET shall reimburse the actual cost per the rules /Regulations   of the Central   Government.

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

- The Consultant is unable to address 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.

- The 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.

Governing Law :
The contract shall be governed by and construed in accordance with the laws of the Republic of India. The Consultant shall provide a concept note above his understanding of the Task/ scope of the work, he is supposed to undertake while working with the C-MET under the Present contract.

Basis of Evaluation :
The scrutiny of applications will be carried out on the basis of required qualification & based on past work experience.

GENERAL TERMS AND CONDITIONS

- The documents submitted by the candidate at the time of the interview, if found incorrect/false, his candidature will stand cancelled. If any of these shortcomings are detected after appointment, his services are liable to be terminated. C-MET has the right to reject the candidature at any stage and the decision of C-MET will be final.

- No TA / DA 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.

- Consultant will be entitled to one day 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 <u>nraghucmet@gmail.com</u>   or by Speed post to Registrar, C-MET, Athani, M G Kavu Post, Shoranur Road, Thrissur - 680 581. Last date for receipt of duly filled application is 07.12.2016.**

Annexure-I

Job Description: To assist Director General:

- To prepare overall plan for Centres of the Society

- Refining, developing and monitoring metrics to assess the success of the projects and schemes.

- Recognize and identify potential areas where existing policies and procedures require change or development.

- Manage various activities in terms of periodic data collection, analysis, consolidation and presentation.

- Identify bottlenecks if any. Bring out critical issues and concerns that are and/or may, impede achieving results in planned budget, resources, and time lines.

- To plan and facilitate periodical analysis of intended project objectives.

- From conceptualization   to set up   new Centers of the society in the trust areas of the Society

- Develop and   maintain   policies, procedures,   and   templates   that   support   the project management   methodology,

- Work on strategic priorities and initiatives of the Centers and working closely with Project leaders.

- Develop and implement short term and long term capacity building plan for Scientists at various   levels.

- Plan and execute business plan of the society including market survey, Patent and IPR, Techno-commercial aspects and technology transfers.

- Preparation and co-ordination of Agenda/minutes of Executive committee, Steering committee and Governing Council meetings.

Required Skills:

- Must have experience of working with Government/Autonomous Scientific societies in Project/ Program Monitoring and Management and understanding of Scientific society working.

- Must have an experience of interacting/ working with the Sr. Scientists for trouble shooting

- Must have managed a team of professionals for large scale project implementation, Transfer of Technology, Patent and IPR related issues,

- Experience of working in Project Management with hands on experience in Dashboard, MIS or scientific/project/program reporting.

- Experience of managing implementation of Project Management Tool in a large organisation.

- Strategic thinking with good understanding of the projects with perspective on financial statements, operations and people management.

- Strong collaborative decision making skills

- Experience in executive-level writing, reporting and presentations,

- Should have strong analytical and problem solving skills.

- Must be able to work in a fast paced and passionate environment.

- Must have shown significant career growth as part of prior experience

- Good hands on experience in Office Suite and Project Management Tools like MS-Project is required.

- Fluent in English – both written and verbal communication and knowledge of Hindi both spoken and written desirable.

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