

**ADVT NO : 1559/2023(T)**

Dated: 15<sup>th</sup> September, 2023

**Sub: Engagement of three (03) retired Government Officers as Consultants – reg.**

Application in the prescribed format (as per Annexure) are invited from suitable candidates for engagement as consultant in Indian Institute of Mass Communication, an autonomous body of Ministry of Information and Broadcasting on short term contract basis as per details given below:

1.	Name of the Post	01. Consultant (Adm.) 02. Consultant (Adm.) 03. Consultant (Procurements)
2.	Number of Post	Total 03 (one each)
3.	Period of Engagement	Initially till 31.07.2024
4.	Job Location	New Delhi
5.	Age Limit	Not exceeding 63 years
6.	Education Qualification	Graduate in any discipline
7.	Experience Required	Retired Officer of Government of India, State Government, Autonomous bodies and PSUs.
8.	Eligibility Condition	a. He/she must have retired in past 03 years. b. He/she must have served in the Administrative/Accounts/Procurement (as relevant for the post applied) department in L-10 or above for at least 03 years c. Persons with good aptitude for the IT process and typing shall be preferred,
9.	Remuneration/Salary	a. The remuneration of retired government servants shall be fixed as per DoE OM no 3-25/2020-E.IIIA dated 09.12.2020. b. No HRA will be paid.
10.	Leave	Paid leave of absence may be allowed at the rate of 1.5days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
11.	Role and Responsibilities	To assist IIMC authorities in day to day execution of official works as directed.
12.	Terms of Contract	a. The term of appointment shall be for a period of not more one year. b. The consultant shall sign an Agreement of Confidentiality with the IIMC containing a clause of ethics and integrity as per Indian Official Secret Act, 1923.
13.	Method of selection	After examination of Application and CVs, the shortlisted candidates shall be called for interview. A selection committee shall make the final decision on the basis of performance of candidates in interview.





14.	Terms and conditions	<p>a. Only retired government servants (Centre/State/ABs/PSUs) with qualification as detailed above shall eligible.</p> <p>b. He/She shall not be entitled to any other allowance like HRA, CCA, Accomodation, telephone etc.</p> <p>c. For official tour, the consultant shall be entitled to TA/DA as per their entitlement at the time of retirement.</p> <p>d. Incumbent shall have no right to get absorbed/regularized.</p> <p>e. The engaged persons shall not indulge or disclose to any person the information, which is confidential in nature. A non-disclosure agreement shall be signed by the consultant as above.</p> <p>f. The consultant shall be expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/her duties. In case of services of consultants found in conflict with interests of government or unsatisfactory, the engagement can be discontinued at any time by the competent authority without assigning any reason.</p> <p>g. A self-undertaking shall be provided by the candidates to the effect that he/she has no criminal record or criminal case in any court is pending against them.</p> <p>h. Selected candidates shall provide integrity certificate from 2 references known to them.</p>
15	How to apply	<p>Applications to be filled in the prescribed Performa either sent through email at <a href="mailto:ar.iimc1965@gmail.com">ar.iimc1965@gmail.com</a> or hard copy or the following address:</p> <p style="text-align: right;">Assistant Registrar (Admin), Indian Institute of Mass Communication (IIMC), Aruna Asaf Ali Marg, New Delhi-110065</p>
16.		<ul style="list-style-type: none"><li>• No TA/DA shall be payable to attend the interview. Original documents shall be brought by the candidates in support of eligibility at the time of interview for verification.</li><li>• The complete application should reach the above address by 15<sup>th</sup> October 2023.</li></ul>