



सी.एस.आई.आर.–हिमालय जैवसंपदा प्रौद्योगिकी संस्थान  
CSIR-INSTITUTE OF HIMALAYAN BIORESOURCE TECHNOLOGY  
पालमपुर (हि.प्र.)–176 061 / PALAMPUR (H.P.)-176 061



## Advertisement No. 12/2024

Applications in the prescribed format (as per Annexure-I) are invited from eligible retired employees of CSIR/ Central Autonomous Bodies/ Central Government/ PSUs for engagement as Consultant in CSIR- Institute of Himalayan Bioresource Technology, Palampur on short-term contract basis as per details given below: -

### A. Vacancy Details and eligibility:

Post Code	No. of Post	Post held at the time of retirement/ Level in 7 CPC	Scope of work / Experience required:	Date, Time and Venue of the Interview
12001	01	Cook or equivalent / Level 7	<ol style="list-style-type: none"><li>1. Preparation of daily food menu and management of food cooking process.</li><li>2. Planning and assistance in procurement of raw material for daily operations at the IHBT tiffin room.</li><li>3. Preparation of special food menu and refreshments during official functions and visits of dignitaries to CSIR-IHBT, Palampur.</li><li>4. Management of food coupon distribution to consumers (staff/students) at the CSIR-IHBT tiffin room.</li></ol>	<p>Date: 11.12.2024 Time: 10.00 AM Venue: CSIR-IHBT, Palampur (H.P.)</p>
12002	01	Senior Technician (2) or equivalent / Level 7	<ol style="list-style-type: none"><li>1. Collection of plant material, drying, preparation of extract, fractions and pure molecules.</li><li>2. Handling of plant materials.</li><li>3. Sample received for analysis and maintaining lab area for R&amp;D work.</li><li>4. Helping students for herbal formulation, oil distillation and extraction.</li><li>5. Maintaining cleaning staff.</li></ol>	<p>Date: 11.12.2024 Time: 10.00 AM Venue: CSIR-IHBT, Palampur (H.P.)</p>

### A. General Conditions:

1. The retired Government servants with requisite qualifications and experience as prescribed would be eligible for the appointment of above posts.
2. Selected candidate would be engaged initially for a period of six months or until the regular incumbent joins the post. The engagement period may be extended at the

discretion of the Competent Authority subject to functional need. However, the maximum age upto which a retired employee can be engaged, will be 65 years.

3. The age at the last date of receipt of application should be between 60 Years to 64 years.
4. The appointment would be on full-time basis and they would not permitted to take up any other assignment during the period of Consultancy with the CSIR-IHBT.
5. The appointment is purely on temporary basis and do not entitle the appointee to any claim implicit or explicit on any CSIR-IHBT post. The appointment can be cancelled at any time by the Institute without assigning any reason.
6. The retired employees shall be required to observe the normal office timing between 09.00 am to 05.30 pm and may also be called upon to attend beyond working hours and also on Saturday/ Sunday or any other holiday, in case of exigencies of work. No extra remuneration shall be paid for extra hours/ holidays.
7. They shall mark their attendance in Attendance Register mandatorily or on any applicable mode, failing which, it may result in deduction of remuneration.
8. Retired employees will be paid fix remuneration @ (Last Basic Pay Drawn-Basic Pension) as per Deptt. of Expenditure OM dated 09.12.2020
9. The candidate will be required to sign an agreement of confidentiality with the Government of India containing a clause of Ethics and Integrity.
10. The selected candidate shall not be entitled to any allowance such as Dearness Allowance, HRA, Telephone, personal staff etc.
11. The Consultant would not be entitled to any kind of leave. However, they would be entitled to paid leave of absence at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
12. An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/ DA on official tour, if any, as per their entitlement at the time of retirement.
13. The Screening-cum-Selection Committee may adopt the selection criterion for short listing the candidates at its own. The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.
14. No TA/ DA will be paid to the candidate for attending the interview. No TA/ DA shall be admissible for joining the appointment on contractual basis.
15. No. of posts may increase or decrease depending on the circumstances.

16. Eligible candidates may appear for interview on the date, time and place mentioned above along with an application on prescribed format (with latest colored passport size photo affixed on it) which is available on the CSIR-IHBT website i.e. [www.ihbt.res.in](http://www.ihbt.res.in) along with self-attested photocopies of their testimonials of age, educational qualifications, experience etc. at the time of interview.

**B. Instructions for the Candidates:**

1. Before filling up the application form, candidates are advised to check their eligibility as per the advertisement and also suitability for the scope of work mentioned against each post code.
2. Candidates are advised to report for selection process at **10.00 A.M. on 11.12.2024** at the venue mentioned in the advertisement. The selection process will start from **11.00 A.M.**
3. Candidates are advised to make their arrangements for stay and travel accordingly. No assistance will be provided by CSIR- IHBT in this regard.
4. Candidates are required to bring original of all their testimonials, educational qualification certificates at the time of selection process.
5. For any queries please write on e-mail [recruitment@ihbt.res.in](mailto:recruitment@ihbt.res.in)

**C. How to reach at CSIR-IHBT, Palampur, Distt. Kangra (H.P.):**

Candidates can reach by following mode of journey at the venue of interview:

1. **By Train:** (i) Upto Una, Amb (H.P.) and (ii) Upto Chakki Bank, Pathankot Railway Station (H.P.).
2. **By Bus:** ISBT Palampur via Chandigarh, Una, Dehra, Kangra (H.P.)
3. **By Air:** From New Delhi upto Dharamshala, Gaggal Airport (H.P.)

**-Sd/-  
Section Officer**

Encl: As above

**Annexure –I Application Form**  
**Engagement of Retired Employees as Consultant in CSIR- IHBT, Palampur**

Affix cross  
signed recent  
colour  
passport size  
photograph

Advertisement No. \_\_\_\_\_ Dated \_\_\_\_\_

1. Post Code: \_\_\_\_\_

2. Full Name: \_\_\_\_\_

3. Father's Name: \_\_\_\_\_

4. Date of Birth: \_\_\_\_\_ (DD/MM/ YYYY) As (as on date): \_\_\_\_\_

5. Gender: Male / Female

6. Full Address (PIN Code): \_\_\_\_\_

7. Mobile No. \_\_\_\_\_

8. Email Address \_\_\_\_\_

9. Basic Pension: \_\_\_\_\_ (enclose copy of PPO)

10. Last Pay drawn and Pay Level: \_\_\_\_\_ (enclose last pay slip)

11. **Details of Education Qualification held by the Applicant.**

Sr. No.	Education Qualification	Passing Year	Marks	Percentage

12. **Employment History in chronological order.**  
 (Attach separate sheet in following format, if necessary)

Name and Address of employer/ organization	Period of service	Designation of the Post held	Remuneration	Detailed description of work	Reason of leaving each post

13. **Professional Trainings/ Certifications**

Organization	Details of Training/ Certificate	Period	
		From	To

**Declaration:** I hereby solemnly declare that all the above- mentioned statements are true and correct to the best of my knowledge and belief. Nothing is false or has been concealed/ distorted. If at any time I am found to have concealed/ distorted any material/ information, my appointment shall be liable to termination without notice.

Place: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date: \_\_\_\_\_

Name of the Applicant \_\_\_\_\_