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वैब साइट / Website : <http://www.ciil.org>

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भारत सरकार / Government of India

शिक्षा मंत्रालय / Ministry of Education

उच्चतर शिक्षा विभाग / Department of Higher Education

भारतीय भाषा संस्थान / Central Institute of Indian Languages

मानसगंगोत्री, हुणसूर रोड, मैसूर – 570006 / Manasagangotri, Hunsur Road, MYSORE- 570006

No.F.1/11-285/2022/Estt.

25 April 2022

TERMS OF REFERENCE

for

the Engagement of Consultant for the Institute

Summary of the Advertisement Notification

Applications are invited from retired officers who worked not less than as at Under Secretary level for Government of India for engagement with this Central Institute of Indian Languages, Mysore as Consultants (two) on contractual basis for a period of one year (likely to be extended). The consolidated fee to be paid to the Consultant is Rs. 50000/- per month, who will also be allowed to draw separately any pension sanctioned to him/her and to retain any other form of retirement benefit. Application is to be submitted online at <https://apply.ciil.org/>. The last date of submission of application is 10 June 2022.

Applications can be submitted online at <https://apply.ciil.org/> . The last date of submission of application is 10 June 2022. (Alternatively, only in this case, one can also submit the application via email with the subject line of "Application for Consultant to CIIL" directly to ada-ciilmys@gov.in) along with a CV/bio of the candidate briefing the details of his/her past work with the Government of India, focusing more on the administrative roles).

A. Scope of Work

Candidates should possess adequate experience in Administration / Estt. / Accounts and preparation of budget / RTI / Knowledge of Official Language (Hindi) Policy.

They should be able to help the Director / Institute in the following matters:

1. Legal, quasi-legal matters of the Institute.
2. Amendment of Recruitment Rules, Roster point etc.
3. Process of Recruitment of new Staff
4. Training the Existing Administrative Staff and new Staff.
5. Implementation of Official Language Policy. (Director, CIIL is the Chairman of TOLIC).

6. Supervising the Academic programs and financial matters of the Institute.

B. Qualification

Retired officers of the Government of India (Ministries / Department and their Attached & Subordinate offices, Central Autonomous / Statutory Bodies, PSUs etc.) having served at a level no less than Under Secretary (Grade Pay of 6600 or Level 11).

C. Age

Preferably not more than 65 years as on 10 June 2022 and preferably retired within two years. This may be relaxed in case of deserving candidates.

D. Period of Engagement:

This contractual appointment is need based for a limited period for one year to start with and it will not confer any right or privileges on the appointee for regular appointment. The engagement of consultants is of a temporary (non-official) nature and the appointment can be cancelled at any time by the Institute without assigning any reason.

The assignment is on a full time basis and the Consultant will be required to attend the office on all the working days or on holidays, if required, on account of exigencies of work, for which no additional remuneration will be paid.

They will be eligible for 2 ½ days of leave for one month which can be accumulated. However ½ day leave will not be granted.

E. Remuneration

The consolidated fee to be paid to the Consultant will be Rs.50,000/- per month.

F. Selection Procedure

- i. The appointment will be made on the recommendations of a Selection Committee constituted for this purpose. The eligible candidates will be called for interview and considered for engagement on the basis of the recommendations made by the Committee.
- ii. No TA/DA will be provided for attending the interview.
- iii. Interested candidates may submit their application through the online application portal of CIIL available <https://apply.ciil.org> . They fill up the form with the required information and optional information. They may also submit their CV/Resume on the same portal on or before the last date.
- iv. CIIL reserves all the right to accept or reject any application without assigning reasons.

(Narayan Choudhary)

Assistant Director (Admin) i/c