

TERMS OF REFERENCE

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 level not less than Under Secretary from the Central Government Ministries/Department and its Attached & Subordinate offices, Autonomous/Statutory Bodies, PSU etc.

C. Age

Not more than 65 years as on 1st October 2014 and preferably retired within two years.

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.

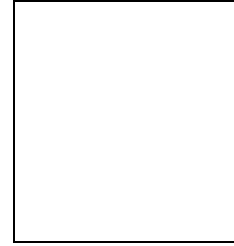
F. Selection Procedure

- 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.

As the requirement is urgent, interested candidates may submit their application in the prescribed proforma to the Asst. Director (Admn.), Central Institute of Indian Languages, Manasagangotri, Hunsur Road, Mysore - 570 006 latest by **8th October, 2014**.

3. CIIL reserves all the right to accept or reject any application without assigning reasons.

PROFORMA



1. Name :
2. Father's Name :
3. Date of Birth :
4. Domicile :
5. Nationality :
6. Mailing Address
(with Tel./Mob. No. and
E-mail address) :
7. Permanent Address :
8. Educational Qualification :

9. Work Experience : (A separate sheet may be attached)

10. Whether SC/ST/OBC :

11. Date of retirement from
Government Service :

Date & Place

Name & Signature

