

GENERAL TERMS & CONDITIONS

1. Number of posts is tentative. ICSSR reserves the right to increase or decrease the number of posts and may or may not fill any post(s).
2. The prescribed qualifications are the minimum and mere possession and fulfilment of the essential and desirable qualifications for a post does not entitle the candidate to be called for interview.
3. The Contractual appointment will be purely on Contract basis for the period six months which may be extended subject to the performance of the candidate and further requirement of ICSSR.
4. The monthly remuneration payable will be fixed as per formula of Last pay drawn minus pension excluding dearness allowance. The amount of remuneration shall remain unchanged for the entire term of the contract. There will be no annual increment/percentage increase during the contract period.
5. An appropriate and fixed amount as Transport allowance for the purpose of commuting between the residence and the place 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.
6. The senior consultant will not be entitled for any other kind of allowances and residential accommodation. He/she will also not be entitled to telephone facilities, transport facilities etc.
7. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed/carried forward in case the engagement period is extended. Also, no payment in lieu of unutilized leaves will be paid by ICSSR at the time of expiry of contract.
8. The ICSSR shall reserve the right to terminate the services of Senior Consultant (Research) at any time without giving any notice and also without assigning any reason.
9. The Consultant may be called to the office on Saturdays, Sundays and other Gazetted Holidays or may be asked to sit late in the office after office hours in case of exigency of work. No extra allowances will be permissible for the same.
10. The Consultant shall continue to draw pension and dearness relief on pension, if any, during the period of their engagement as Consultant.
11. No TA/DA shall be admissible to the Consultant for attending the interview or for taking up the appointment.
12. If any declaration given or information furnished by the candidate proves to be false or if the candidates is found to have wilfully suppressed any material information he will be liable for removal from engagement service and such other action as Government may deem necessary.
13. Application must be neatly typewritten on A-4 size paper in the prescribed format. The format can also be downloaded through the website www.icssr.org.

14. One recent passport size photograph should be pasted on the top right-hand corner of the application. Application without photograph will be treated as incomplete application.
15. Envelope containing application should be super-scribed with "**APPLICATION FOR THE POST OF SENIOR CONSULTANT RESEARCH.**"
16. The candidates short-listed for interview will be informed by post, e-mail as well as notified in the ICSSR's website. The ICSSR will not be responsible for any postal delay.
17. Original certificates should be produced only at the time of interview. However, attested photocopies of testimonials may also be attached with the application in support of their educational qualifications and experience etc.
18. Applications received after expiry of the prescribed period and/or found to be incomplete in any manner or not submitted in prescribed format will not be entertained.
19. The decision of the ICSSR in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
20. ICSSR reserves the right to interpret all rules including wherever it is not specifically mentioned and may cancel the candidature without assigning any reason (s).
21. The application complete in all respect must be sent to the **Administrative Officer, Indian Council of Social Science Research, Aruna Asaf Ali Marg, JNU Institutional Area, New Delhi – 110 067** by 28th January 2025.

ADMINISTRATIVE OFFICER (ICSSR)