

**Homi Bhabha National Institute
Anushktnagar, Mumbai-400094**

Advertisement No. HBNI/RE-1/2023

Re-Engagement of Retired Central Government Employees

Circular for Invitation of applications for Consultants in HBNI, Mumbai

Only Employees retired on superannuation or expected to retire in next three months from (i) Accounts, (ii) Stores & Purchase, (iii) Administration and (iv) Information Technology (IT) cadres in the Department (DAE and its units) are eligible to apply.

1. Applications are invited for performing various duties for i) Accounts, (ii) Stores & Purchase, (iii) Administration and (iv) Information Technology (IT), in HBNI as indicated in the Scope of Work (w.r.t. Terms of Reference as Annexure-I).
2. Retired employees who are willing to perform the work indicated in the 'Scope of Work' can submit their applications in the prescribed format (Annexure-II) along with the passport size photograph duly affixed and a copy of the Pension Payment Order and Last Pay Certificate.
3. The applications received will be scrutinized by the Competent Authority and the selected candidates will be communicated the date of commencement of work and the period of tenure.

4. Eligibility:

- 4.1 Applicant should be retired on superannuation or expected to be retired in next three months from i) Accounts, (ii) Stores & Purchase, (iii) Administration and (iv) Information Technology (IT), in Group 'A/B', from the Department and should be below the age of sixty four years. Those who are retiring on superannuation w.e.f 28.2.2023 are also eligible to apply.
- 4.2 Officers against whom departmental proceedings or criminal cases are contemplated / pending or who have been penalised for misconduct during the period of preceding 10 years will not be eligible for consideration.
- 4.3 Applicant should have requisite experience and knowledge of Government rules and regulations in i) Accounts, (ii) Stores & Purchase, (iii) Administration and (iv) Information Technology (IT) along with the proficiency in Computer operating.
- 4.4 Applicant should be medically fit and required to submit a Medical Fitness Certificate at the time of the engagement.

- 4.5 The period of engagement shall be initially for a period of one year and further extendable for one more year or up to the date of attaining the age of 64 years, whichever is earlier.
- 4.6 The engagement shall be purely on contract basis. Re-engagement can be terminated at any time by HBNI without assigning any reason.

5. Entitlements:

- 5.1 The official engaged shall be entitled to draw emoluments of 50% of the last pay drawn before superannuation/retirement.
- 5.2 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. No leave of any other kind shall be admissible to him/her and absence beyond admissible days/period will be treated as "No Work No Pay".
- 5.3 If required to travel outside Mumbai in connection with the official work, TA, DA admissible to regular employees working in the same grade from which the official has retired, will be admissible.
- 5.4 Engaged officer shall not be entitled for any allowances (HRA, CCA, Transport Allowance etc.,)
- 5.5 Engaged official will not be entitled for contribute to GPF, NPS, Gratuity etc., for the period of re-engagement.
- 5.6 No transport facility will be provided for commuting to office.
- 5.7 No accommodation will be provided for the period of engagement.
6. The consultants need to perform the duties for 08 hrs and 30 minutes per day on all working days. In addition to the normal working days, if he/she is required to attend the office on Saturday / Sunday and other holidays in the exigencies of work, he/she shall not be paid any additional remuneration.
7. The HBNI has the right to reject any application without assigning any reason.
8. Last date for receipt of application is 15th March , 2023.

Annexure-I: Scope of Work

Annexure-II: Format of Application

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Scope of Work

(i) Terms of Reference (ToR) - Duties of Consultant w.r.t. Finance & Accounts: (Last Pay Drawn in Level : Level 12)

- Consolidation of monthly accounts of HBNI.
- Preparation of "Budget Proposal of HBNI (Receipt & Payment)".
- Payments / reimbursement to Autonomous Bodies etc.
- Rendering technical advice to FO/DFO/AAO
- Administering NPS.
- Computerization of Accounts and e-payment.
- Payments through GeM Portal
- Implementation of PFMS
- Preparation of balance sheet, receipt and payment, income and expenditure statement
- Auditing the account of HBNI by statutory auditor and replying to the audit paras, auditing the account by chartered account and submission of the same to DAE
- Filing the Annual accounts of HBNI to Bombay Charitable Trust.
- Scrutinising the purchase proposals, work proposals and establishment matters of HBNI.
- Dealing with GST and filing of Income Tax returns.
- Any other work(s) assigned by HBNI from time-to-time w.r.t. Finance.

(ii) Terms of Reference (ToR) - Duties of Consultant w.r.t. Stores & Purchase: (Last Pay Drawn in Level : Level 11)

- Procurement and Storage of materials, equipments, office stationary, furniture & fittings and services etc. right from indent stage to awarding of contract.
- Processing of Indents (through GeM portal) and follow up the same till clearing the bills in an accurate and timely manner
- Assist with the annual audit
- Disposal of old computers & its accessories,
- Disposing of obsolete items from time to time
- Identifying and to make follow up action w.r.t. Source Selection and Registration of Vendors
- Processing of Indents and Tender Documents
- Receipt and Opening of Tenders
- Preparation of Comparative Statement and Commercial evaluation.
- Terms & Conditions and Formulation of Purchase Order/Contract
- Approval of Purchase & Contract Finalization Committees concerned
- Organizing negotiations
- Issue of Purchase Order/Award of Contract
- Post-Contract Management & Monitoring
- Enter into agreements and contracts with Private Industries/ Consortia for procurement of strategic items and fabrication works from time to time.
- Receipt, inspection, acceptance or rejection of stores and lodging of claims

- Issue of materials and equipments to the concerned user in HBNI
- Maintenance of all office equipments & furniture and finalizing annual maintenance contract.
- Maintaining stock of Capital items & organizing the physical verification periodically.
- Any other job(s) assigned by HBNI from time to time w.r.t. Stores and Purchase related works.
- Manage distribution of utilities bills and collections of accounts

(iii) Terms of Reference (ToR) - Duties of Consultant w.r.t. Administration: (Last Pay Drawn in Level : Level 7)

- To Assist the Dy. Registrar/CAO/Administrative Officer-III/Assistant Registrar of HBNI on the following administrative duties:
- Assist in maintaining the diary and follow up actions as and when needed.
- Preparation of administrative / financial policies and procedures
- Ensure data is entered into the system
- Ensure transactions are properly recorded and entered into the computerized administrative/ accounting system
- Assist with the annual audit
- Administer employees' files and records
- Administer employment agreements
- Verify and report on benefits payments
- Maintain the leave management system
- Maintain the data w.r.t. outsourcing staff of HBNI
- Administer the administrative services within the office
- Manage the filing, storage and security of documents
- Respond to inquiries
- Manage the repair and maintenance of computer and office equipment
- Assist with preparation and advertising of contract documents
- Any other job(s) assigned by HBNI from time-to-time w.r.t. Administrative related works

(iv) Terms of Reference (ToR) - Duties of Consultant w.r.t. Information Technology (IT): (Last Pay Drawn in Level : Level 12)

- Provide strategic advice on using technology to achieve goals
- Manage IT initiatives and collaborate with in-house technical staff
- Design IT systems and networks ensuring the right architecture and functionality
- Support new technology implementation
- Maintenance of HBNI's website Integrated Management Software (IMS) and Anuvidhya portal from time to time
- Provide assistance with technical issues
- Revise existing systems and suggest improvements
- Prepare reports
- And any other work(s) assigned by HBNI from time-to-time w.r.t. IT related issues.

Annexure-II

Application for the post of Consultant in the HBNI
Advisement No. HBNI/RE-1/2023

1.	Full Name (in Block Letters)					
2.	Father's / Husband's Name					
3.	Date of Birth					
4.	Contact Details	Tel.No.				
		Mobile No.				
		Email ID				
5.	Address for communication					
		Pin:				
6.	Date of joining in Government Service					
7.	Date of retirement and the post last held from which retired					
8.	Age as on date					
9.	Whether SC/ST/OBC/Gen					
10.	Whether Physical Challenged. If yes, enclose medical certificate of disability issued by Competent Authority.					
11.	Name of the Division / Unit from which retired					
12.	Last pay drawn (PL & Pay)					
13.	Education / Technical Qualifications (Please enclose copy of Certificate / Mark sheet)					
14.	PPO No. (Please enclose copy)					
15.	Details of Computer knowledge					
16.	Brief particulars of experience of the last 10 years (assignment-wise) [A separate sheet may be annexed]					

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect / incomplete or ineligibility being detected at any time before or after selection / interview or during the period of contract, my candidature is liable to be rejected and I shall be bound by the decision of Homi Bhabha National Institute. I have read this circular and ready to accept all the terms and conditions for engagement as consultant.

Signature: _____

Place

Full Name of the applicant

Date