



सीएसआईआर- प्रगत पदार्थ तथा प्रक्रम अनुसंधान संस्थान (एम्प्री)  
CSIR- Advanced Materials and Processes Research Institute (AMPRI)  
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् )  
(Council of Scientific and Industrial Research)  
नर्मदापुरम रोड, हबीबगंज नाका के पास, भोपाल-462026 (म.प्र.)  
Narmadapuram Road, Near Habibganj Naka, Bhopal-462026 (MP)



**Advertisement No. : CONS-01/2026**  
**ADVERTISEMENT FOR ENGAGEMENT OF CONSULTANT**

Application in the prescribed format (Annexure-I) is invited from eligible retired employees of CSIR / Central Autonomous bodies / Central or State Govt. / PSUs for engagement of consultant at CSIR-AMPRI, Bhopal, on a short-term contract basis as per the details given below:

**A. Vacancy Details and Eligibility**

Post Code Number	Number of post	Post held at the time of retirement	Eligibility criteria	Scope of work
C-01	01 (One)	Private Secretary and above (Pay Level – 08 and above as per 7 <sup>th</sup> CPC)	Candidates who have retired from CSIR / Central Autonomous Body / Central Government from Pay Level 08 and above (as per 7th CPC) from the rank of Private Secretary or above with minimum 5 years of experience in that post	The Consultant shall assist the Director's Office in managing official correspondence, scheduling meetings and appointments, coordinating with divisions and external agencies, maintaining confidential records, monitoring routine office work, attending visitors, and performing other secretarial or administrative duties assigned by the Director CSIR-AMPRI

Date of seeking application for the post of Consultant:

- Date of start of submission of Applications – **27.03.2026**
- Date of closing of Applications – **16.04.2026 upto 05:00 PM**

**B. Terms and Conditions for the engagement:**

1	<b>Period of engagement</b>	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 up to which a retired employee can be engaged, will be 65 years.
2	<b>Job Location</b>	CSIR-AMPRI, Hoshangabad Road, Near Habibganj Naka, Bhopal – 462026 (M.P.)
3	<b>Age Limit</b>	Candidate should not be more than 64 years of age on the last

		date of receipt of application.
4	<b>Remuneration</b>	<p>a. Retired employees under the OPS will be paid fix remuneration @ (Last Basic Pay Drawn – Basic Pension) as per Deptt. Of Expenditure OM dated 09<sup>th</sup> Dec, 2020.</p> <p>b. Retired employee under the NPS, an amount equivalent to 30% of the last basic pay as drawn at the time of retirement shall be deducted from the last basic pay and the resultant amount shall be the fixed monthly amount as remuneration as per Deptt. Of Expenditure OM dated 18<sup>th</sup> Oct, 2023.</p> <p>c. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period.</p>
5	<b>Leave</b>	As per Deptt. Of Expenditure OM dated 09-12-2020 or any Subsequent instructions issued on the subject.
6	<b>Working Hours</b>	<p>(a) The retired employees shall be required to observe the normal office timing between 9 AM to 5.30 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.</p> <p>(b) They shall mark their attendance in Attendance Register mandatorily or on any applicable mode, failing which, it may result in deduct of remuneration.</p>
7	<b>Terms of engagement</b>	<p>(a) Selected Candidates will be engaged purely on contractual basis initially for a period of six months and will not confer any right for regular appointment in the Department including any allowance such as DA, transport facility, residential accommodation, residential telephone facilities etc.</p> <p>(b) The engagement of the contractual position can be terminated at any time by giving one month's notice.</p>
8	<b>Selection procedure</b>	<p>(a) A duly constituted Screening-cum-Selection Committee shall shortlist the applications based on the eligibility criteria decided by it. Thereafter, the committee shall hold a personal interaction to assess his / her suitability for the engagement.</p> <p>(b) The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.</p>
9	<b>General Conditions</b>	<p>(a) The selected Candidates will be governed by the Official Secrets Act, 1923, as amended from time-to-time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement in the Department. All such documents will be the property of the Council. He/she will sign an agreement of confidentiality with the Council containing a clause of Ethics and Integrity.</p> <p>(b) They will not utilize or publish or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of their assignment for the Department without the express written consent of the Department.</p> <p>(c) Attention is drawn to Central Vigilance Commission's circular</p>

		<p>No. 01/01/17 dated 23-01-2017 and circular No. 08/06/11 dated 24-06-2011 regarding engagement of consultants. They will be completely accountable for any advice or any service rendered by them during their engagement in this department in view of norms of ethical business and professionalism.</p> <p>(d) They must act, at all times in the interest of CSIR – AMPRI and render any advice/service with professional integrity.</p> <p>(e) They will maintain highest standards of integrity transparency, competitiveness, economy and efficiency while working as consultant in the Department.</p> <p>(f) The retired employees so engaged shall in no case represent or give opinion or advice to others in any matter, which is adverse to the interest of the Council, nor will they indulge in any activity outside terms of the contractual assignment.</p>
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### **C. 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 post code.
2. It is mandatory to attach self-attested copies of the Pension Payment Order (PPO), Last Pay Slip, and Aadhaar Card along with the application.
3. Duly filled-in application form along with all the relevant documents should be uploaded on the Recruitment Portal hosted at CSIR AMPRI website. The last date of receipt of application is 16.04.2026 (upto 05:00 PM).
4. Non-receipt of application within the stipulated time or application received without relevant documents will be rejected.
5. Candidates are advised to check CSIR-AMPRI Website regularly for updates regarding this.
6. Candidates are required to bring original of all their testimonials viz. PPO, educational qualification certificates & one coloured Pass Port size photograph at the time of selection process as informed from time to time.
7. For any update/information regarding this advertisement, please contact [recruit.ampri@csir.res.in](mailto:recruit.ampri@csir.res.in)

Controller of Administration

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CSIR-AMPRI