

**GOVERNMENT OF INDIA  
MINISTRY OF EARTH SCIENCES  
BOREHOLE GEOPHYSICS RESEARCH LABORATORY  
KARAD 415 105, MAHARASHTRA**

**VACANCY CIRCULAR**  
(No. MoES-BGRL/Rectt./2024-25/01B)

Subject: Engagement of Consultants in Ministry of Earth Sciences - Borehole Geophysics Research Laboratory (BGRL) Karad, Maharashtra - regarding

Eligible retired Govt. officers of Central/State Government Ministries / Departments having experience in the functioning of Government organizations are invited to attend **the Walk-in-Interview** for filling up the following positions of **Consultant/Visiting Fellow** at Ministry of Earth Sciences - Borehole Geophysics Research Laboratory (BGRL) Karad, Maharashtra:

<b>Designation</b>	<b>No. of posts</b>	<b>Age limit</b>	<b>Essential Qualification</b>	<b>Work Experience/ Job Profile</b>
Consultant (Finance & Accounts)	01	< 63 years	(i) Bachelor's degree in Commerce or equivalent from a recognised institution, and  (ii) At least 20 years of experience in a Govt./autonomous Institution / organization.	<b>Desirable:</b> (i) MBA (Finance) or equivalent (ii) Experience in day-to-day finance/accounts-related office work in a Govt. Department including PFMS, preparation of finance statements, budget estimates, Audit etc. (iii) Working knowledge of computer operations (iv) Pay level 10 or equivalent retired Government employees.
Consultant (Admin)	01	< 63 years	(i) Bachelor's degree from a recognised university / Institution, and (ii) At least 20 years experience in a Government /	<b>Desirable:</b> (i) Diploma in Business Administration or relevant areas,

			Autonomous Institution / organization.	<ul style="list-style-type: none"> <li>(ii) Experience in day-to-day administration-related office work in a Govt. Department including preparation of salary, keeping records, Audit etc.</li> <li>(iii) Working knowledge of computer operation</li> <li>(iv) Pay level 10 or equivalent retired Government employees.</li> </ul>
Visiting Fellow / Consultant (Geology)	1	<63 years	<ul style="list-style-type: none"> <li>(i) Ph.D. in Geology or equivalent from a recognized university, and</li> <li>(ii) At least 20 years of experience in geology, field mapping, petrography and geochemistry, etc. in a Govt. University / Institution / Organization</li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>(i) Expertise in the field geological studies / petrology / structural geology / geochemistry.</li> <li>(ii) Candidates having experience of working at a senior level in a Govt. Institutes / agency/ reputed Organization / institutions will be preferred.</li> <li>(iii) Pay level 13 or equivalent retired Government employees.</li> </ul>

Retired Government Officers fulfilling the prescribed eligibility conditions are invited to attend a **walk-in interview** at the **Indian Institute of Tropical Meteorology (IITM), Dr Homi-Bhava Road, Pashan, Pune, Maharashtra** as per the following schedule.

**Registration time:** July 23, 2024 (Tuesday) between 9 AM to 11 AM

**If the interview is not completed on the stipulated day, candidates should be prepared to attend the same on the subsequent day.**

#### GENERAL CONDITIONS

1. The applicant is required to have relevant work experience as mentioned above as per

the applied Job profile in pay levels equivalent or above to the afore-mentioned posts.

2. The details including brief job description, eligibility criteria, terms of reference, form of application etc. for engagement of above-mentioned consultants are available on MoES's website ([www.moes.gov.in](http://www.moes.gov.in)) and DoPT's website ([www.dopt.gov.in](http://www.dopt.gov.in)). MoES-BGRL reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.
3. The engagement shall be initially for a period of one year, which may be extended or curtailed as per the requirement and satisfactory performance of the Consultant. The term of appointment shall not be extended beyond 5 years after superannuation, subject to applicable government guidelines from time to time. The job location shall be at **Borehole Geophysics Research Laboratory, Karad-Vita Road, Hajarmachi, Karad, Maharashtra.**
4. The terms & conditions for engagement of such consultant viz. remuneration, Eligibility, Leave, working hours 'etc. shall be regulated by the Department of Expenditure's O.M. No. 3-25/2020-E.IIIA dated 09.12.2020. The detailed Terms and Conditions of the engagement are mentioned in Annexure I.
5. The Head, MoES-BGRL reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.
6. The retired government servant engaged as a Consultant / Visiting Fellow shall continue to draw pension and Dearness Relief on pension during the period of his engagement as a Consultant / Visiting Fellow. The engagement as a Consultant / Visiting Fellow shall not be considered as a case of re-employment.
7. Intending retired officers, having good health and willing to work as consultants / visiting fellow at MoES-BGRL, Karad may attend the Walk-in-Interview at the stipulated date and time, along with a copy of PPO, LPC and APARS for the last three years, at:

## Terms and Conditions

### Eligibility:

1. The applicant should not have attained the age of 63 years on the date of the Walk-in-Interview and should be in good health for discharging his/her official duties effectively.
2. The applicant should have a fair knowledge of computer applications such as MS Word, MS Excel and PowerPoint etc.
3. The applicant should have good communication and interpersonal skills and should be well-versed in noting/drafting.
4. The applicant should have expertise in office procedures, etc.
5. No disciplinary proceedings should be pending against the applicant.

### Engagement:

1. The engagement of the Consultant will be purely on a contract basis initially for a period of one year and will not confer any right for regular appointment in the MoES-BGRL.
2. Extension of tenure will be considered on year-to-year based up to the duration of the project, and will be based on performance review. No extension will be granted beyond the age of 65 years or as per the applicable government guidelines issued from time to time.

### Working Hours and Leave:

1. The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of emergency or work.
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.

### Remuneration & Tax Deduction at Source:

1. The consultant shall be paid a fixed monthly amount calculated as under:

**Last Pay Drawn (Basic Pay) - Basic Pension + Transport Allowance (applicable at the time of retirement)**

2. The amount of remuneration so fixed shall remain unchanged for the term of the contract. Release of monthly remuneration is subject to production / submission of satisfactory performance certificate from the concerned controlling officer.

3. The Income Tax or any other tax will be deducted at source as per Government instructions.

**Confidentiality of data and documents:**

1. The Intellectual Property Right (IPR) of the data collected as well as deliverables produced for the Ministry/organization shall remain with the Ministry.
2. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for the Ministry without the express written consent of the Ministry.
3. The Consultant would be required to sign a non-disclosure undertaking as per Annexure-III.

**Conflict of Interest:**

1. The Consultant shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Ministry nor will he indulge in any activity outside the terms of the contractual assignment.

**Termination of Agreement:**

The Ministry may terminate the contract to which these terms apply, if:-

1. The Consultant is unable to address the assigned work.
2. Quality of the assigned work not to the satisfaction of the Controlling Officer/ Competent Authority in the Ministry.
3. The consultant is found lacking in honesty and integrity.
4. The Competent Authority in the Ministry may also terminate the contract at any time without giving any notice and also without assigning any reason.

**Government of India, Ministry of Earth Sciences  
Borehole Geophysics Research Laboratory  
Karad-Vita Road, Hajarmachi, Karad  
Maharashtra-415105**

Application No. (To be filled by BGRL):

Advt. No.:

1	<b>POST APPLIED FOR</b>							Affix recent passport-size self- attested photograph			
2	<b>NAME (IN CAPITAL)</b>										
3	FATHER'S / HUSBAND'S NAME										
4	GENDER (Put a tick mark)	M	F	MARITAL STATUS	Married	Unmarried					
5	DATE OF BIRTH			D	D	M	M	Y	Y	Y	Y
6	AGE (As on walk-in- interview date)			Years		Months					
7	CATEGORY (Put a tick mark)			GEN	SC	ST	OBC (NCL)		(Attach documentary evidence)		
8	PHYSICALLY CHALLENGED			YES	NO	IF YES, STATE THE NATURE OF DISABILITY (OH/VH/HH..... (Attach documentary evidence)					
9	ADDRESS (Please give full postal address with Postal Pin No.)										
<b>MAILING</b>				<b>PERMANENT</b>				<b>FULL ADDRESS, CONTACT NO.. &amp; E-MAIL OF PRESENT EMPLOYER, IF EMPLOYED</b>			
MOBILE NO. OF CANDIDATE				RESIDENTIAL TELEPHONE NO. OF CANDIDATE (IF ANY)				E-MAIL OF CANDIDATE			

10 ACADEMIC AND PROFESSIONAL QUALIFICATIONS								
Sr. No.	Examination on passed	Board/ University	Year of Pass	Subject	Class / Division CGPA/ OGPA/ Percentage of marks			
I	SSC							
II	Intermediate							
III	B.Sc.							
IV	M.Sc							
V	PhD							
<i>(Please attach copies of certificates / mark sheets)</i>								
11	<b>POST HELD ON RETIREMENT:</b>							
12	<b>Date of retirement and name of the office where the officer was last working. (Enclose the copy of PPO).</b>							
13	<b>DETAILS OF EXPERIENCE (in chronological order) :</b>							
S.No.	Name & address of the employer	Post held	Period				Job description in brief	Pay scale / salary drawn
			From	To	Total			
					Years	Months		
<i>(Please attach copies of experience certificates along with proof of last salary drawn)</i>								
14	Any other relevant information/achievement: (use a separate sheet, if necessary)							

15	<p>THE INFORMATION FURNISHED ABOVE IS TRUE. I HAVE CAREFULLY READ THE TERMS AND CONDITIONS MENTIONED IN ANNEXURE I AND THEY ARE ACCEPTABLE TO ME. I CERTIFY THAT NO DISCIPLINARY PROCEEDINGS ARE PENDING AGAINST ME, AS ON DATE.</p> <p><b>Place:</b> <b>Date:</b></p> <p style="text-align: right;"><b>Signature of the candidate</b></p>
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## NON-DISCLOSURE UNDERTAKING

To,  
The Joint Secretary (Admn.)  
Ministry of Earth Sciences  
Prithvi Bhawan,  
Lodhi Road New Delhi -10003

Sir,

I hereby undertake

- to treat all the information that come to my knowledge as part of my duties in this Ministry as confidential information and keep it strictly confidential.
  - not to sell, trade, publish or otherwise disclose to anyone in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
  - to hold such confidential information in trust and confidence both during and after the terms of my engagement.
  - not to engage in any other employment/ occupation/ consultancy or any other activity during my engagement with the Ministry of Earth Sciences which would otherwise conflict with my obligations towards the Ministry of Earth Sciences.
  - to abide by data security policy and related guidelines issued by the Ministry of Earth Sciences.
  - not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
  - to maintain highest standards of ethics & integrity during the period of engagement as a consultant.
1. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender 'and deliver to the MoES-BGRL any records/ material, equipment, documents or data which is of confidential nature
  2. I shall keep MoES-BGRL informed of any change in my address or contact details during the period of my engagement:
  3. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
  4. For the purpose of this undertaking, Confidential Information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature)

Name:  
Address & No.

Date:

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