

Government of India  
Department of Atomic Energy  
General Services Organisation  
**Recruitment Section**

Kalpakkam 603 102

ADVERTISEMENT NO. 05/2023  
(Total No. of Positions – 02)

**Re-Engagement of retired Central Government Employees**

Invitation of applications for consultants in GSO

(Only employees retired on superannuation from the Department are eligible to apply)

- 1) Retired employees who are willing to perform the work indicated in the TOR can submit their applications in the prescribed format along with the passport size photograph duly affixed and a copy of the Pension Payment Order.
- 2) 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.
- 3) Eligibility:
  - 3.1) Applicant should be retired from the Department on superannuation atleast in the grade of UDC and Assistant Accountant.
  - 3.2) Applicant should be medically fit and required to submit Medical Fitness Certificate at the time of the engagement.
  - 3.3) The re-engagement shall be purely on contract basis. Re-engagement can be terminated at any time by Department and without assigning any reason.
- 4) Entitlements:
  - 4.1) The official on re-engagement is entitled to draw 50% of last pay drawn.
  - 4.2) 12 days of leave in calendar year on pro rata basis is admissible for re-engaged officials.
  - 4.3) Re-engaged officer shall not be entitled for any allowances(HRA, CCA, TA etc.).
  - 4.4) No transport facility will be provided for commuting to Office. However, shuttle service buses plying in between Kalpakkam and Anupuram can be utilized.
  - 4.6) The Consultants need to perform the duties for 0800 hours and 30 minutes per day on all working days.
  - 4.7) GSO has the right to reject any application without assigning any reason.

4.8) Last date for receipt of applications **28.04.2023**

4.9) The applications can be forwarded by Post/by Hand in sealed envelope to :

The Administrative Officer-III(Recruitment),  
General Services Organisation  
Kalpakkam 603 102.

\*Application in the prescribed proforma may be downloaded from website [www.igcar.gov.in/gso](http://www.igcar.gov.in/gso)

### **Terms of Reference**

**Consultant is expected to have knowledge and experience in handling jobs related to establishment and works of Accounts Section.**

### **Assistant Accountant**

- (i) Scrutinising of all pay bills
- (ii) Checking of Income Tax Calculation
- (iii) Monitoring of submission of monthly reports pertains to monthly account
- (iv) Knowledge of budget work
- (v) Any other work related to Accounts Section.

### **UDC**

- (i) Scrutinizing of works proposals,
- (ii) Annual Maintenance Contract(AMC)
- (iii) Fabrication and other miscellaneous proposals
- (iv) Scrutinizing of Running Accounts (RA) bills and all types of fabrication, vehicle maintenance bills,
- (v) Maintenance of Bank Guarantee and Security Deposit Register

Administrative Officer-III(R)

Application for the post of Consultant in GSO  
Advertisement No. 05/2023

ToR No.

Affix  
passport size  
photograph

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	Date of Joining in Government Service					
7.	Age as on Date					
8.	Whether SC/ST/OBC					
9.	Whether Physically handicapped					
10.	Date of retirement and the post from which retired					
11.	Name of the Division/Unit from which retired					
12.	Last pay drawn					
13.	Education/Technical qualification (Please enclose copy of Certificate/MarkSheet)					
14.	PPO. No. (Please enclose copy)					
15.	Details of Computer knowledge					
16.	Whether any time Disciplinary Proceeding or Criminal Proceedings were initiated against you. If yes, give details					
17.	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, my candidature is liable to be rejected and I shall be bound by the decision of the General Services Organisation. I have read this circular and ready to accept all the terms and conditions for engagement of Consultant.

Signature:  
Full name of the applicant:

Place:  
Date: