



**CSIR-CENTRE FOR CELLULAR AND MOLECULAR BIOLOGY
UPPAL ROAD, HABSIGUDA, HYDERABAD – 500 007**

Website: www.ccmb.res.in

Notification No. 05/2021

The CSIR-CCMB, Hyderabad invites applications (from Indian Citizens only) to fill up the following position (on purely short-term contract basis):

Post Code	Name of the position	No. of Position (s)	Essential Qualification	Desirable Qualification (s)	Job Requirement	Remuneration (in Rs.) per month (Consolidated)
1	Job Contract	1	Graduate from recognized University or equivalent.	1) Minimum 10 years of experience in works and Engineering in Preparing tender documents, comparative statements and contract bills. 2) Knowledge of CSIR Rules & procedure in Works and Engineering area 3) Knowledge of computers, especially able to operate Central Public Procurement Portal.	1) Preparation of tender documents, comparative statements, recommendation notes, etc. for award of work contracts/ Annual Maintenance contracts. 2) Preparation of running account bills and final bills for payment to the firms. 3) Preparation of replies to the clarifications sought by other sections. 4) Any other relevant works assigned from time to time.	Rs. 25,000/

Terms & Conditions

1. Period of engagement

The engagement shall be initially for a period of One Year which may be extended or curtailed based on the conduct and the performance of the incumbent as well as requirement of the institute.

2. Selection Procedure

The application(s) received so will be considered by a designated Committee for screening and recommendations on engagement. The candidate(s) may have to appear for interview also before the committee.

3. The date, time and venue of the test/interview will be notified in due course.

4. Age

Should not have crossed 65 years as on the last date of receipt of application.

5. Consolidated Remuneration

Rs. 25,000/- per month. No other emoluments/ allowances of any kind will be paid.

6. Leave

The incumbent would not be entitled to any kind of regular leave. However, they would be eligible for one-day Leave for each completed month.

7. TA / DA

No TA/ DA is admissible for attending test/interview, joining the position.

8. Office time and working hours

The incumbent is required to perform the assigned duties during working hours i.e. from 9:30 AM to 6:00 PM on working days. The incumbent will not be allowed to take up any other assignment during the period of engagement. He /She may be required to work on Saturday/Sunday/other Gazetted holidays and beyond working hours also if need be.

9. Tax Deduction at Source

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment.

10. Confidentiality of data and documents

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. 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 this assignment or during the course of assignment for the office, without the express written consent of the office. The incumbent shall be bound to hand over the entire set of records of assignment to the Office before the expiry of the contract, and before the final payment is released by the office.

11. Conflict of interest

The incumbent engaged by this office, shall not represent or give opinion or adverse to others in any matter which is against to the interest of this office.

12. Termination of service

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 15 days. In case, the person desires to leave the assignment, he/she is to give 15 days' notice which can be condoned/ curtailed/ extended depending upon the discretion of the Competent Authority.

13. Others

- I. Candidates should be medically and physically fit to take up the assignment.
 - II. In case of candidates retired from any Government organizations / Agency / PSU / Autonomous body, he / she should be free from all vigilance angles as on the date of test/interview.
 - III. There must not be any adverse report/remarks related to character & antecedents of the appointee, by any authority.
 - IV. The number and the level of positions may increase or decrease at the time of actual selection or may be cancelled also.
 - V. Such engagements do not entitle the candidates for any claim, implicit or explicit on any CSIR / CCMB post.
14. Candidates should apply [online](#) only through CCMB website www.ccmb.res.in on or before **21.07.2021 (05:30 pm)**

Sd/-

**(Sunil Kumar)
Administrative Officer**