



भारतीय सामाजिक विज्ञान अनुसंधान परिषद्
(शिक्षा मंत्रालय, भारत सरकार)

INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH
(Ministry of Education, Government of India)

जे. एन. यू. संस्थागत क्षेत्र, अरुणा आसफ अली मार्ग, नई दिल्ली - 110067
JNU Institutional Area, Aruna Asaf Ali Marg, New Delhi – 110067



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Dated: 18/09/2024

Indian Council of Social Science Research (ICSSR) was established in the year 1969 by the Government of India to promote research in social sciences in the country. ICSSR provide grants for projects, fellowships, international collaboration, organizing seminar / conference, capacity building, survey, publications etc. to promote research in social sciences in India. Documentation center of ICSSR – National Social Science Documentation Centre (NASSDOC) – provides library and information support services to researchers in social sciences.

2. The ICSSR invites applications from retired officials Central/State Govt./Autonomous Org./Universities for the following posts on Contractual basis for which the required qualification are given against each post as under: -

Name of Post (1)	Consultant (Legal)
Number of Vacancies	01 (One)
Method of Recruitment	Contractual
Age Limit	Retired persons below the age of 62 years.
Experience	Minimum 10 years' experience of handling court cases related to service matters in any Central or State Government Ministry/Department/PSU.
Job Responsibilities	1. Carry out continuous review, monitoring, applicability, interpretation of all relevant Rules/Legislations pertaining to ICSSR; 2. Assist the Council so that court cases as well as matters which require examination from a legal point of view (OAs/WPs/SLPs/CIC matters) can be done in a professional manner; 3. Tender opinion in issues coming before the Council; 4. Vetting the replies prepared on various parliamentary questions; 5. Prepare draft affidavits and provide other inputs in consultation with sections, Divisions concerned in cases where the Department has been made a respondent; 6. Scrutinize legal papers, documents and affidavits received in the council and offer comments; 7. Liaison with Government Counsel; 8. Matters related to Right to Information Act, 2005; 9. Perform such other work of legal nature as may be entrusted from time to time.
Remuneration	Fixed Monthly amount arrived at by deducting basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of

	the contract. No increment, D.A., HRA etc. shall be payable, however, transport allowance as per rules shall be payable.
Name of Post (2)	<u>Consultant (Audit)</u>
Number of Vacancy	03 (three)
Method of Recruitment	Contractual
Age Limit	Retired persons below the age of 62 years.
Job Responsibilities	<ol style="list-style-type: none"> 1. Pre-audit proposals related to purchase, fellowship grants and service/ administrative matters etc. 2. Personal claims such as TA /DA/ LTC/ Education Allowances/ House Building Advance/ GPF Advance /Medical Advance/CGHS claims/ Pay Fixation etc. 3. Internal Audit of Regional Centres/Research Institutes of the ICSSR. 4. Coordination with Audit party of CAG for SAR and IAR Audits. 5. Compliance of Audit Paras of CAG Reports. 6. Annual Statement of Accounts and Balance Sheet etc. 7. Any other work related to Audit and Accounts.
Remuneration	Fixed monthly amount arrived at by deducting basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. No increment, D.A., HRA etc. shall be payable, however, transport allowance as per rules shall be payable.
Name of Post (3)	<u>Consultant (Admin)</u>
Number of Vacancies	01 (One)
Method of Recruitment	Consultant
Age Limit	Retired persons below the age of 62 years.
Job Responsibilities	<ol style="list-style-type: none"> 1. To assist for all Establishment/Administrative matters viz. Creation of posts, Recruitment/Promotion, Reservation and Concession, Service books, Leaves, Resignation, Retirement, Service benefits, Gratuity, DPC/MACP, Pay fixation, LTC, Medical Reimbursements, Procurement of items through GeM Portal, Disciplinary/Assessment matters, etc. 2. Any other duty assigned by the Competent Authority from time to time.
Remuneration	Fixed monthly amount arrived at by deducting basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. No increment, D.A., HRA etc. shall be payable, however, transport allowance as per rules shall be payable.

1. The applicants fulfilling the eligibility criteria and having relevant experience, etc., may apply through offline mode only on URL: - <https://icssr.org/jobs>
2. You are requested to give a wide circulation of above vacancy among retired/to be retired persons in your organisation. Completed application, in the prescribed format, self-attested copies of certificates in proof of age, qualifications, experience etc. should reach the

Administrative Officer, Indian Council of Social Science Research, JNU Institutional Area, Aruna Asaf Ali Marg, New Delhi - 110067 not later than 21 days of publication of this advertisement in the Employment News i.e. up to 5th of October, 2024. Incomplete applications will not be entertained.

Yours Faithfully,



(Ashish Deolia)

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