

**Sardar Swaran Singh National Institute of Bio-Energy (SSS-NIBE)**

(An Autonomous Institute of Ministry of New and Renewable Energy, Govt. of India)
12 Km Stone, Jalandhar-Kapurthala Road, Wadala Kalan, Kapurthala (Punjab)-144603

Adv. No.348-24/15/2022-ADMIN

Dated: 27.08.2025

Applications are invited from eligible candidate for engagement of 2 Consultants (One for Administration and One for Finance) retired from Central Government Ministries / Departments / Attached Subordinate Offices/ Autonomous bodies / Indian Armed Forces / CAPFs/ State Government at the pay Level 7 to Level 10 (As per 7th CPC) having experience of working in Administration / Establishment/ Procurement/ Secretariat matters, as Consultant in this Institute.

Interested candidates may go through the eligibility criteria, Terms & Conditions and other details on our website <https://nibe.res.in>. The candidate should send duly filled Application Form (available on website), resume and required documents through speed/ registered post or on email (scanned in single PDF file) with the subject mentioning "APPLICATION FOR ENGAGEMENT OF CONSULTANT - ADMINISTRATION / FINANCE" latest by 30.09.2025 to the following address and/or email id:

**Director General, Sardar Swaran Singh National Institute of Bio-Energy,
12 K.M. Stone, Jalandhar-Kapurthala Road, Wadala Kalan, Kapurthala (Punjab)-144603
Email ID: sss.nibe@nibe.res.in**

Any addendum / corrigendum / updates shall be posted only on the Institute website.

Director General

Sardar Swaran Singh National Institute of Bio-Energy (SSS-NIBE), Kapurthala
(An Autonomous Institute of Ministry of New and Renewable Energy)
12K.M. Stone, Jalandhar-Kapurthala Road, Wadala Kalan, Kapurthala (Punjab)-144603

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CIRCULAR

Subject: Inviting applications for engagement of 2 Consultants (One for Administration and One for Finance) in Sardar Swaran Singh National Institute of Bio-Energy (SSS-NIBE), Kapurthala - reg.

Sardar Swaran Singh National Institute of Bio-Energy, Kapurthala invites applications from retired Government servant for engagement of 2 Consultants (one for Administration and one for Finance). Candidate may have retired from Central Government Ministries/ Departments/ Attached Subordinate Offices/ Autonomous bodies/ Indian Armed Forces / CAPFs/ State Government at the pay Level 7 to Level 10 (As per 7th CPC) having experience of working in Administration/ Establishment/ Procurement/ Secretariat matters, in this Institute.

2. PERIOD OF ENGAGEMENT:

The engagement as consultant shall be purely on temporary basis and initial would be for a period of one year, which may be extended up to 3 years. However, the engagement shall not be extended beyond 3 years after the age of superannuation or at attaining the age of 65 years whichever is earlier.

The engagement of consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with SSS-NIBE.

3. ELIGIBILITY CRITERIA:

(a) Consultant for Administration:

The candidate should have retired from Central Government Ministries / Departments / Attached Subordinate Offices / Autonomous bodies / Indian Armed Forces / CAPFs / State Government at the pay Level 7 to Level 10 (As per 7th CPC) having experience of working in Administration / Establishment matters / Procurement procedure / Secretariat matters and have not attained the age of 64 years as on closing date for receipt of application. Candidate should have good communication, noting and drafting skills and having good working computer knowledge (Ms Word/ Ms Excel/ Ms Powerpoint) and able to work on e-office platform.

(b) Consultant for Finance:

The candidate should have retired or experienced Official(s) from Central / State Government / Ministries / Departments / Attached Subordinate Offices / Public Sector Undertakings / Autonomous bodies/ Indian Armed Forces / CAPFs at the pay Level 7 to Level 10 (As per 7th CPC) having minimum 10 years relevant experience in Financial Management, Budgeting, Accounting, Procurement, Audit Compliance, and Financial Reporting in Government Systems. Comprehensive understanding of General Financial Rules (GFR), PFMS, GeM and Public Procurement norms. Sound knowledge of Project Financial appraisal and Management of Government Grants. Proven ability to handle Finance-related consultancy work independently and interact with internal

and external stakeholders. Candidate have not attained the age of 64 years as on closing date for receipt of application. Candidate should have good communication, noting and drafting skills and having good working computer knowledge (Ms Word/ Ms Excel/ Ms Powerpoint) and able to work on e-office platform. **Desirable:** CA/ICWA/MBA (Finance)/ PG in Financial Management or equivalent; Prior experience in establishing financial systems or supporting financial audits for government or externally funded projects.

The officers retiring as on or before the last date of receipt of application shall be eligible.

4. REMUNERATION:

Remuneration for retired government employees will be as per guidelines issued by the Department of Expenditure vide their O.M. No. 3-25/2020-E.IIIA dated 09.12.2020 and also as per guidelines, if any, issued by The Department of Personnel and Training (DoPT) from time to time. 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 for which the office will issue TDS certificate.

5. ALLOWANCES:

No increment and Dearness Allowance shall be allowed during the term of the contract. The consultants shall not be entitled to any other allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, HRA, Personal Staff CGHS and Medical Reimbursement etc.

No TA/DA shall be admissible for joining the assignment or on its completion. However, the Consultants would be entitled to draw TA/DA for work-related travel as per his/ her last entitlement at the time of retirement as per the Government norms and extent rules, in case he/she is deputed for official work outside Kapurthala/Jalandhar.

6. TRANSPORT ALLOWANCE:

The Transport Allowance will be provided to the Consultants at the rate which they were getting at the time of retirement for the purpose of commuting between the residence and the place of work. The amount so fixed shall remain unchanged during the term of appointment. No Dearness Allowance shall be admissible on the Transportation Allowance.

7. LEAVE:

Consultants shall be eligible for paid leave of absence and 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.

8. WORKING FACILITY:

Only the basic working facilities/infrastructure will be provided to the Consultants.

No Transport or Telephone/Internet facility at residence etc. shall be provided.

9. WORKING HOURS:

The Consultants shall have to work as per the working hours of the SSS-NIBE, Kapurthala. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holidays.

10. TERMINATION OF ENGAGEMENT:

The engagement of consultant can be terminated at any time without assigning any reason by giving a notice of 15 days. In case, candidate desires to leave the assignment, candidate has to give 15 days' notice which can be curtailed/extended depending upon the workload / assigned work.

11. The Institute reserves the right to cancel and not to proceed in the matter for engagement of consultants at any stage without giving any reason, whatsoever.

12. The Consultants shall not utilize or publish or disclose or part to third party any data or statistics or proceedings or information gathered during the course of this assignment.

13. PROCEDURE FOR SELECTION:

Candidates meeting the conditions as given above shall be shortlisted based upon criteria formulated by the SSS-NIBE, Kapurthala and personal interaction with the duly constituted selection committee. The Communication shall be sent on the postal address given in the application and/or through e-mail ID given by the Candidates.

14. Interested retired Government servants who fulfill the eligibility criteria may send their application in the prescribed format (**ANNEXURE-I**) available with this circular along with all the following documents through Speed / Registered Post to "**Director General, Sardar Swaran Singh National Institute of Bio-Energy, 12 Km. Stone, Jalandhar-Kapurthala Road, Wadala Kalan, Kapurthala (Punjab) 144603**" or on e-mail: sss.nibe@nibe.res.in (scanned in single PDF file) with the subject mentioning "APPLICATION FOR ENGAGEMENT OF CONSULTANT - ADMINISTRATION" for Administration or "APPLICATION FOR ENGAGEMENT OF CONSULTANT - FINANCE" for Finance on or before 30.09.2025.

- a) Copy of retirement notification
 - b) Copy of PPO
 - c) Certificate in support of educational qualification
- (The applicant shall self-certify the documents submitted with this application)

15. Any application received after the last date will not be entertained.

16. In the event of any change like extension of the last date, cancellation of advertisement or date of interview or for any latest developments for receipt of application shall be notified on the Institute website: <https://nibe.res.in>. Therefore, interested applicants are advised to regularly visit Institute's website for latest updates on regular basis.

(Rawel Singh)
Scientist-D (Admin HR)

ANNEXURE-I

**APPLICATION FOR ENGAGEMENT OF CONSULTANT IN
SARDAR SWARAN SINGH NATIONAL INSTITUTE OF BIO-ENERGY, KAPURTHALA**

Tick [✓] Post applied for: 1. Consultant for Administration []
2. Consultant for Finance []

1. **Name** :
2. **Father's/ Husband Name** :
3. **Date of Birth** :
4. **Nationality** :
5. **Mobile No.** :
6. **Email Address** :
7. **Date of Retirement from Govt. Service** :
8. **Ministry / Department Organisation name from where retired**
9. **Post held at the time of retirement** :
10. **Last pay drawn** :
11. **Pay band + GP/Pay Level (at the time of retirement)** :
12. **Permanent Address** :
13. **Correspondence Address** :
14. **Highest Educational Qualification** :
15. **Brief particulars of experience of Govt. service during last five years, just before retirement**

Sl.	Post Held	Period		PB/GP (CPC) Pay Level/ Cell (7 th CPC)	Area of Experience
		From	To		

16. **Pension Payment Order No. :**
(Attach a copy of PPO)

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further state that I was clear from vigilance angle at the time of my retirement and I am medically fit to perform office work. I have read this document and ready to accept all the terms & conditions for engagement of retired employees.

Date: _____

Place: _____

Signature