



राष्ट्रीय समुद्र प्रौद्योगिकी संस्थान

NATIONAL INSTITUTE OF OCEAN TECHNOLOGY

(पृथ्वी विज्ञान मंत्रालय, भारत सरकार)

(Ministry of Earth Sciences, Government of India)

रासप्रौस परिसर, वेलाचेरी-तांबरम मेन रोड, चेन्नै- 600 100

NIOT CAMPUS, VELACHERY-TAMBARAM MAIN ROAD, CHENNAI - 600 100

Phone: 91-44-66783300E-Mail: recruitment@niot.res.in

ADVERTISEMENT No. NIOT/E&P/04/2026

Empanelment of Consultants

National Institute of Ocean Technology (NIOT), Chennai, is a constituent unit of Earth System Sciences Council (ESSC), under the Ministry of Earth Sciences, Govt. of India. NIOT invites applications for empanelment of consultants for the following Offices:

- (i) Headquarters Office of Earth System Sciences Council, Prithvi Bhawan, New Delhi.
- (ii) Headquarters Office of NIOT at Pallikaranai, Chennai

2. Consultants are proposed to be empanelled to meet immediate/ near future requirements in the following areas:

- (i) Sr. Consultant / Consultant (Administration/ Establishment)
- (ii) Sr. Consultant / Consultant (Finance & Accounts)
- (iii) Consultant (Stores & Procurement)
- (iv) Consultant (Works Management / Estate Maintenance)
- (v) Consultant (Legal)

3. The eligibility conditions, terms & conditions of engagement as consultant are as under:

Eligibility	<u>For Sr. Consultant</u>
	(i) The candidate should have retired as Deputy Secretary/ Director or equivalent levels i.e. Pay Level-12/13 in the Pay Matrix as per VII Pay Commission

from any of the Central Government organizations/
Central Autonomous Bodies; and,

- (ii) Holding a Bachelor's degree in any stream from a recognized institution.

For Consultant

- (i) The candidate should have retired in Pay Level-8/9/10/11 in the Pay Matrix as per VII Pay Commission from any of the Central Government / Central Govt. organizations / Central Autonomous Bodies;

or

Individuals with at least 10 years of hands-on experience in the relevant field(s), preferably in Central Government Organisations demonstrating proven advisory roles, or leadership roles or expertise through projects, publications etc.

(Note: For Consultant Works Management / Estate Maintenance, State Govt. Officers from PWD / State Govt. Technical agencies will also be considered)

- (ii) Educational Qualifications: -

- (a) For Sr. Consultant/Consultant in Administration / Establishment, Finance and Accounts, Stores & Procurement the candidate should possess a Bachelor's degree from a recognized University / Institute in any stream.

- (b) For Consultant in Works Management / Estate Maintenance, the candidate should possess a Bachelor's Degree or Diploma in Civil or Electrical Engineering from a recognized University / Institute.

	<p>(c) For Consultant in Legal, the candidate should possess a Bachelor's Degree in Law from a recognized University / Institute.</p> <p>General: For both Sr. Consultant/ Consultant, the candidate should possess at least 10 years of relevant experience, excellent noting & drafting skills, drafting of reports, proposals, and other forms of documentation, good communication and liaison skills, etc. and they should possess thorough knowledge in the relevant functional area of work.</p>
Age limit	<p>Not more than 63 years of age in the case retired personnel from Government / Government Organisation as on the closing date for receipt of applications.</p> <p>Not more than 45 years of age for others.</p>
Remuneration Per Month	As given in the terms and conditions of engagement

5. The indicative and not exhaustive duties and responsibilities of Sr. Consultants / Consultants are given in the **Annexure-I**.

6. The Terms and conditions of engagement as Sr. Consultant / Consultant are given in **Annexure-II**.

7. Instructions for submission of the application

(i) Interested candidate, who fulfill the eligibility criteria, may submit physical application in the prescribed proforma superscribed "**Application for engagement as Sr. Consultant / Consultant (as the case may be) in ESSC Secretariat/ NIOT**" which should reach the following address **on or before 12/06/2026**.

The Director,
National Institute of Ocean Technology,
NIOT Campus, Velachery–Tambaram Main Road,
Pallikaranai, Chennai-600 100

Any application received after the closing date will not be entertained.

(ii) The application in the prescribed format should be submitted with the following documents: -

- Bio-data/CV containing the summary of qualification; and
- Copy of PPO (for retired Officers)
- Copy of Last Pay Certificate (for retired Officers)
- Copy of PAN card and AADHAR Card
- Relevant documents such as copies of Educational Qualification, Experience Certificate etc.

(iii) Before submitting the application, the candidate is advised to check his / her eligibility as per the advertisement and his / her suitability for the work.

(iv) Candidate will be required to bring originals of all testimonials and educational qualification certificates at the time of selection process.

(v) Candidate will be required to make his / her own arrangements for stay and travel for attending the interview. No assistance will be provided by NIOT / ESSC in this regard.

(vi) The date and time of interview will be intimated to the screened-in candidates by email.

(vii) For any queries, please write to us on e-mail recruitment@niot.res.in

Director

परामर्शदाता की अपेक्षित भूमिकाएँ / Expected Roles of the Consultant

Sr. Consultant / Consultant (Administration / Establishment)

The Consultant must be fully conversant with the Rules, Regulations and the procedures of Govt. of India and he / she will be required to assist in the below mentioned areas:

1. Effective administrative support to the management of the Institute and ESSC
2. Handling legal cases and RTI applications pertaining to ESSC / NIOT
3. Handling recruitment matters pertaining to NIOT, guidance in the observance of policies of Central Government in Recruitment
4. Advising in matters relating to establishment, parliament, cabinet, CVC etc.
5. Handling disciplinary cases
6. Drafting policy documents in matters relating to administration and establishment
7. Drafting proposals for framing / amending of Recruitment Rules, promotional policies
8. Advising on matters relating to Reservation in service
9. Drafting & vetting of communications, documents, agreements, MoU's etc.
10. Guidance in all matters related to Statutory / Internal / Ministry / Audit
11. Co-ordination & liaison with other Central Govt. / State Govt. / Statutory bodies
12. Any other assignments as required from time to time
13. The consultant is required to ensure high level of efficiency and effectiveness

Sr. Consultant / Consultant (Finance and accounts)

The consultant must be fully conversant with the rules, regulations, and procedures of the Government of India / Indian Accounting Standards, and he/she will be required to assist in the following areas:

1. Planning, budgeting and expenditure control
2. Pre-Audit & Financial vetting of proposals
3. Advise and guide in the day-to-day accounting function
4. Guidance in the formulation & disclosure of accounting policies of the Institute
5. Coordinate with the Statutory Auditors / Government Auditors and address the audit queries
6. Timely preparation of BE & RE and periodical review of expenditure vis-à-vis budget allocation

7. Liaise with MoES on all financial matters
8. Handling matters relating to the Finance Committee—follow-up on the implementation of decisions
9. Monitoring of the timely preparation of annual accounts complying with the uniform format of accounts prescribed by the Ministry of Finance, Government of India, for the central autonomous organisations
10. Awareness of Indian tax laws, viz., income tax, GST, and customs, and rendering assistance and guidance for remittances and filing of monthly/quarterly/annual returns and addressing the notices issued by the revenue authorities.
11. Any other assignments as required from time to time
12. The consultant is required to ensure a high level of efficiency and effectiveness in handling accounting-related matters.

Consultant (Stores & Procurement)

The Consultant must be fully conversant with the Rules, Regulations and the procedures of Govt. of India and will be required to assist in the below mentioned areas:

1. Administrative support to the management of the Institute for carrying out Stores & Purchase related matters
2. Guidance, handling procurement of high value tenders, complex equipment, global tenders through GeM and other approved procurement methods
3. Guidance in preparation of NIT as per the extant rules and instructions
4. Guidance in write-off loss and disposal of unserviceable goods
5. Prepare short-term and long-term strategic procurement plans for the organization
6. Help in conduct of market research to identify cost effective and quality sources for procurement of goods and services
7. Guidance in the evaluations of bids, preparation of comparative statements
8. Coordinating purchase, Technical and Financial Evaluation committee meetings
9. Contract Management, import and re-export of items sourced from abroad, letter of credits, foreign exchange transactions.
10. Guidance in the resolution of conflicts arising from suppliers, vendors
11. Deal with matters related to Statutory / Internal / Ministry / CAG auditing and co-ordination with Auditors
12. Inventory management
13. Any other assignments as required from time to time
14. The consultant is required to ensure high level of efficiency and effectiveness

Consultant (Works Management / Estate Maintenance)

1. Support to the Estate Section of the Institute for carrying out upkeep, maintenance of infrastructure and developmental works
2. Guidance, handling works tenders, including vetting of detailed estimates, preparation of tender documents and for purchase of goods and services
3. Guidance in the evaluations of bids, preparation of comparative statements
4. Coordinating purchase, Technical and Financial Evaluation committee meetings
5. Adherence to manuals of procurement, CVC guidelines
6. Contract management, verification of bills, maintenance of M-Book, etc.,
7. Initiating proposals for the immediate and future requirement of the Institute and prepare proposals for the same
8. Budget preparation and expenditure management relating to repairs and maintenance activities
9. Handling Institution's land related matters
10. Coordination with external technical agencies like CPWD, PCB, CMDA, Corporation, Fire Department for carrying out works/ renewals
11. Any other matter relating to maintenance of infrastructure and developmental works
12. The consultant is required to ensure high level of efficiency and effectiveness

Consultant (Legal)

1. Administrative support to the management of the Institute for preparation of replies for the cases pending before the Courts / Tribunals
2. Follow up of the cases before Courts and Tribunals and maintenance of data base and updating in government authorized portal
3. Guidance and drafting of petitions, applications, replies, counters, MoU and other legal documentation
4. Guidance for Disposal of RTI applications and appeals
5. Preliminary vetting of MoU and obtaining clearance through DoLA
6. Legal advice in framing of guidelines and policies
7. Conducting awareness programs relating to PoSH and Vigilance
8. Any other assignments as required from time to time
9. The consultant is required to ensure high level of efficiency and effectiveness

Terms & Conditions of engagement as Sr. Consultant / Consultant

1. General:

Both the terms 'Sr. Consultant' and 'Consultant' are commonly referred to as 'Consultant' in these terms and conditions.

2. Period of engagement

The engagement shall be initially for a period of one year from the empanelled persons, which may be extended/curtailed depending upon the performance of the Consultant or functional requirement of the ESSC Secretariat / NIOT Chennai as the case may be.

3. Place of posting

The place of posting for the Consultants will be as under:

- (i) **ESSC Secretariat, Prithvi Bhawan, Lodhi Road, New Delhi** - in respect of consultants engaged for the ESSC Secretariat
- (ii) **National Institute of Ocean Technology, Chennai** – in respect of consultants engaged for NIOT Hqrs. and its Field Units

4. Selection Procedure

The engagement will be purely on contract basis. Selection will be made through interview of the shortlisted candidates. The decision of the Competent Authority on selection of candidates will be final and no correspondence on this subject will be entertained. NIOT reserves the right to reject any application without assigning any reason.

5. Remuneration

- (i) Retired employees covered under the Old Pension Scheme: A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the last pay drawn at the time of retirement in terms of applicable DoE guidelines on the subject.
- (ii) Retired employees covered under the New Pension Scheme: A fixed monthly amount shall be admissible, arrived at by deducting the 30% from the last pay drawn at the time of retirement.

- (iii) Other than (i) & (ii) above: A fixed monthly amount of Rs. 60,000/- plus a fixed transport allowance of Rs.7200/-

6. Transport Allowance

In respect of retired Govt. servants, an appropriate and fixed amount drawn at the time of retirement or Rs.7200/- whichever is less will be paid for the purpose of commuting between the residence and the place of work. The same will not be revised during the contract.

No TA/DA is admissible for joining the assignment or on its completion. However, the Consultant would be entitled to draw TA/DA as per normal rules as applicable to any serving Officer of an equivalent rank whenever they are required to travel outside the Head Quarters in connection with official work.

7. Leave

A Consultant will be entitled for the paid leave at the rate of **1.5 days for each completed month** of service. In exigencies of service, the Consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid.

8. Office time and working hours

Engagement of Consultants would be on full time basis. Working hours will normally be from 9.00 A.M. to 5.30 P.M. during working days including half an hour lunch break in between. The consultant may be required to mark attendance in Bio- metric System or in any other system as may be prescribed from time to time.

9. Bar on taking other assignments

The Consultant will not be allowed to take any other assignment during the period of contractual engagement with ESSC / NIOT.

10. 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 for which the office will issue TDS certificate.

11. 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 the assignment for the office, without the express written consent of the office. The Consultant 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 Institute.

12. Conflict of Interest

The Consultant appointed by this office shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this Institute.

13. 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 a Consultant desires to leave the assignment, he/she has to give 15 days' notice which can be curtailed / extended depending upon the functional requirement of the organization.

If a consultant is found unfit on any account or insubordination / misconduct, the services can be terminated immediately without any notice.

14. NIOT shall not be responsible for any loss, accident, damage or injury suffered by the Consultant whatsoever arising in or out of the execution of work including travel.

Director



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- 600 100

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Application proforma for Sr. Consultant / Consultant in the:

- (i) **Earth System Sciences Council Secretariat, New Delhi**
(ii) **National Institute of Ocean Technology, Chennai**

Please affix a recent
passport size photo

1.	Please indicate whether the application is for Sr. Consultant/ Consultant in (i) ESSC, New Delhi or (ii) NIOT, Chennai	
2.	Name	
3.	Whether a retired employee or a private individual	
4.	Designation at the time of retirement	
5.	Date of Birth	
6.	Age as on 12/06/2026 (on the closing date for receipt of applications)	
7.	Educational qualifications	

8.	Name of the Central /State Govt. Organisation from where retired	
9.	Name and Designation (with mobile number) of the Controlling Officer in the last department served	
10.	Date of retirement	
11.	Pay level in which retired	
12.	Last pay drawn	
13.	PPO Number	
14.	Monthly pension sanctioned before commutation	
15.	Address for correspondence	
16.	Email-id	
17.	Mobile No.	

18. Experience details (Please provide details in a separate sheet) – provide details of your experience from Pay Level 8 and above.

Period		Designation (starting from Pay Level 8 and above)	Pay Level	Brief details of the work handled
From	To			

Please elaborate your experience in Establishment / Finance & Accounts / Stores & Procurement/ Works Management & Estate Maintenance / Legal as the case may be, including number of years of experience in the relevant area:

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19. Additional relevant information, if any, in support of your suitability for engagement:

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Declaration

I hereby declare that all the statements made by me in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of consultants.

Place: Date	Signature of applicant
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