

No. A-50011/32/2014-ISCS
Government of India
Inter-State Council Secretariat
Ministry of Home Affairs

Vigyan Bhawan Annexe, New Delhi

Inter-State Council Secretariat, Ministry of Home Affairs invites application for the posts of Research Officers on purely contract basis for a period of 06 months in the discipline of Law, Engineering, Public Administration, Economics and Finance having extensive experience in these disciplines. The period may be extended depending on performance/ future requirement.

2. Application may be sent in the prescribed proforma which can be downloaded from the website of ISCS (i.e. interstatecouncil.nic.in). The application should reach the undersigned within 15 days of publication of this Employment Notice. Detailed terms and conditions can be downloaded from **www.interstatecouncil.nic.in**.

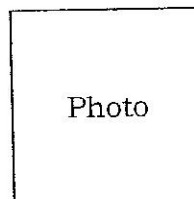


(P.S.Thakur)

Under Secretary to the Government of India
Tel. 23022155

PROFORMA

1. Name in Block letters
2. Address for communication
3. Date of Birth (in Christian era)
4. Post applied for
5. Educational Qualifications
6. Technical Qualification
7. Research work (if any)



8. Details of work experience in chronological order starting from the latest (enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

| Name of the office | Post Held From | To | Nature of duties |
|--------------------|-------------------|----|------------------|
| | | | |

9. Nature of present employment, if working
10. Recommendation letter from employer (if any)
11. Email ID
12. Mobile/Contact No.
13. Any additional information

(Signature of the applicant)

Address: -----

Qualification/ Terms & Conditions

The Research Officer must have extensive experience/ knowledge of Law, Engineering, Public Administration, Economics and Finance with working knowledge of computer and internet. The details of qualification and experience will be as under :-

| Sl. No. | Name of the post | Qualification | Experience |
|----------------|---|--|---|
| 1. | Research Officer (Law) | LLM (Regular) from a recognized University | 5 Years experience in analysis of legal/ constitutional matters in a reputed organisation/Co. |
| 2. | Research Officer (Economics) | MA (Economics) regular - from a recognized University | 5 Years experience in analysis of economic issues/ policy. |
| 3. | Research Officer (Public Administration.) | MA(Public Administrations) Regular | 5 Years experience in handling the matter of the Public Administrations/ Govt. |
| 4. | Research Officer (Technical) | B.Tech (4 years Course) any Stream from a recognized University | 5 Years experience in relevant field |
| 5. | Research Officer (Finance) | MBA in Finance (Regular) from a recognized Institution with specilisation in Finance. | 5 years Experience in handling Finance/Taxation issues. |

2. All the applicants are requested to submit their application to the **Under Secretary (Adm.), Room No. 357**, Inter State Council Secretariat, Vigyan Bhawan Annexe, New Delhi -110011 within 15 days of publication of the employment notice.

3. **The selection will be based on personal interview. At the time of interview original documents will be verified. At the time of sending application self attested copies of educational qualification, work experience etc. may be sent.**

4. **The applicant should not be more than 40 years of age as on 1.1.2016. The scope of work will be to examine various Reports/Studies containing various issues including Punchhi Commission Report, Sarkaria Commission Report, Justice Venkatechaliah Committee Report, Reports/Recommendations of 2nd Administrative Reforms Commission etc. or any other task as may be assigned.**

5. The appointment of Research Officer would be on full time basis and normal office hours in this Secretariat (located in Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi -110011) are 9.30 a.m. to 6.00 p.m. However, in case of any urgency he/she may be required to sit late/come early and the services will also be taken during week ends/Public holiday, for which no extra monetary/other benefits will be paid. The attendance will be marked through Bio-metric Attendance System installed in this Secretariat.

6. The appointment will be made initially for a period of six months which can be extended based on the performance/further requirement. It can, however, be terminated earlier if the services are not found satisfactory or in case of any kind of adverse report by giving 15 days notice.

7. The Research Officer is required to give 15 days prior written notice or 15 days emoluments in lieu thereof in case he wants to leave the assignment prematurely

8. Inter State Council Secretariat reserves all the rights to accept/reject any or all the applications without assigning any reason(s) thereof.

9 Fixed consolidated monthly remuneration of ₹ 50,000/- per month(gross) will be given to Research Officers, taxes will deducted as per Rule.

9.1 No request/claim for any hike in the aforesaid approved fixed remuneration would be entertained under any circumstances, during the period of engagement.

9.2 Except for fixed monthly remuneration, **no other allowances**, viz. Transport Allowance, Dearness Allowance, House Rent allowance, Telephone Allowance, Residential accommodation, Medical reimbursement etc. will be paid during engagement period.

9.3 The remuneration will be based on attendance marked in Bio-metric enabled Aadhar System (BAS).

10. Taking up any other assignment during the period of engagement in this Secretariat will not be permitted.

10.1 No leave, except 04 days casual leave and Govt./Public Holidays, will be allowed during the period of engagement. However, in case of any absence prior permission of the competent authority will be required.

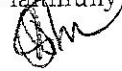
10.2 The last months remuneration will be released only on the receipt of NO Objection Certificate from Admn. Section/Accounts Cell/Library etc. of this Secretariat.



11. The application received incomplete and/or after prescribed period of 15 days shall not be entertained.

For any clarification regarding any employment related matters Shri L.R.Gupta, Deputy Secretary (Admn.) (Telephone No. 23022350) or the undersigned may be contacted on working days.

Yours faithfully



(P.S.Thakur)

Under Secretary to the Government of India
Tel. 23022155

Copy to :-

- i). Shri Sibli Siraji, Pr. System Analyst, NIC for uploading website of ISCS.
- ii). persinfotech@nic.in for uploading this employment notice on the website of DOP&T immediately
- iii). neeraj@nic.in for uploading this employment notice on the website of DOP&T immediately
- iv). Notice Board