

NOTIFICATION
Engagement of Short term Consultant

Applications are invited preferably from retired officers from Central Govt. / Autonomous Bodies having thorough knowledge of Govt. Rules & Regulations particularly service matters, pay fixation, maintenance of service record, FRSR, etc.

Knowledge of computer operation, record keeping, service record programming, etc., may be necessary. The terms of reference will be to :

- 1) Update service books of all employees (about 40 heads) now under NJB.
- 2) Settle issues pertaining to promotion and fixation of pay.
- 3) Ascertain if increment and pay revision have been properly done for employees of the two merged organizations viz. NCJD & JMDC.
- 4) Advice on positioning of employees of one organization and corresponding employees of another based on justifiable parameters.
- 5) Resolve issues relating to ACR and build performance appraisal record of employees.
- 6) Set up a system of keeping service records in real time so that there is little scope of back log discrepancies, etc.

The assignment is proposed with a view to resolve long standing discrepancies and to bring orderliness in the service conditions of employees. Therefore, the Specialists so engaged will ensure that the restoration must be justifiable under specific provisions of law and should not give rise to further disputes. The Board also intends to give its employee the scope of being heard in specific cases wherever necessary.

This engagement will be for a fixed period of 3 months and may be extendable on requirement basis. Remuneration will be around Rs.25,000/- per month as per the rules applicable to retired / or government employees i.e. the difference between last pay drawn by the person and basic pension + DA at the applicable rate whichever is higher. Additional allowances / facilities may be considered depending on necessity.

Sealed applications may please be submitted **on or before 10th November 2015** to the Office of the Secretary, National Jute Board and entered in register kept in his Secretariat for the purpose.

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