

Maharashtra Remote Sensing Application Centre, Nagpur

Empanelment of Consultant as Sr. Office Assistant

Advt. No. MRSAC-Consult.-Sr.O.A./01/2021-22

Applications are invited for empanelment of one Consultant as Sr. Office Assistant against the vacant post of Administrative Aide in MRSAC from retired persons from the Govt./ Autonomous Bodies of Maharashtra Government purely on contract basis for a period of one year or till the post is filled up on regular basis whichever is earlier. The initial empanelment will be for a period of six months and further the services may be extended if required on six monthly basis, but in no case the tenure shall exceed 60 years of age of the candidate.

The extension of agreement period beyond one year shall be done with the prior approval of competent authority of MRSAC.

The eligibility criteria, age, remuneration and other terms and conditions etc. for the position are given below:

Before online applying, candidates are required to register themselves on MRSAC website : www.mrsac.gov.in.

Applicant (Retired) must have to fill the application proforma online and submit the online application on or before **29th July 2021**. Incomplete application received will be rejected straight away.

The Director, MRSAC reserves the right to amend or cancel the advertisement or entire process of empanelment.

1. Eligibility Criteria:-

- (i) The retired person who are not drawing the government pension should only apply and should have proof of retirement.
- (ii) The retired person should have knowledge of routine administrative / establishment work including word processing, filing, etc.
- (iii) The age of retired/pensioner shall not exceed 60 years.
- (iv) The shortlisted candidates called for interview will have to submit one set of documents of credentials and the same will be verified from their original documents. If any discrepancy is observed in the documents, his /her candidature will be cancelled/withdrawn.

2. Selection Criteria:-

The selection will be made by the committee. The retired person who will be recommended by the committee shall be empanelled with the approval of Competent Authority of MRSAC.

3. Remuneration :

Rs. 25,000/- p.m. (fixed). The deductions towards Professional Tax and TDS as per rules. No other allowance, whatsoever, shall be payable to him/her.

The retired person empanelled on contract basis shall be entitled for 08 days casual leave during contract of one year and no leave of any other kind will be admissible. In case of availing leave beyond this limit, his/her remuneration shall be deducted on pro rata basis.

The retired person empanelled on contract basis shall observe office hours as per the norms of MRSAC. Further he/she shall devote his whole time to his duties during the period of contract and shall not accept any others appointment/ engagement, paid or otherwise and shall not engage himself/ herself in private practice of any kind during the period of contract.

Empanelment of retired person shall purely be contractual basis and he/she shall have not right against the position whatsoever and shall not be entitled to any other benefit except remuneration as mentioned above

The services of retired person shall be discontinued by giving one month's notice from either side at any time.

No vigilance/court case/disciplinary action should be pending against retired person to be empanelled on contract basis. A declaration in this regard shall be obtained by MRSAC.

The retired person to be empanelled shall have to execute an agreement with MRSAC in the prescribed format.

Director
MRSAC, Nagpur