



(An ISO 9001:2008  
Certified)

NATIONAL SEEDS CORPORATION LIMITED  
(A Government of India Undertaking- “Mini Ratna” Company  
Beej Bhavan, Pusa Complex,  
New Delhi – 110012 (India)

### **WALK-IN-INTERVIEW**

NSC, a Scheduled –“B” (Mini Ratna) Category-1 CPSE requires one Senior Consultant (Materials Management) on short term contract having educational qualification at-least Graduate with PG Degree/Diploma or MBA in Materials Management with experience of **20 years** in Materials Management Division and specialization in Integrated Materials Management including purchase, stores & transportation. Applicant should be a retired officer from PSU/Govt. Deptt. with desirable knowledge of GeM/GFR/MSME & CVC procedures. The interested candidates may appear in the walk-in-interview alongwith their CV and testimonials on 22<sup>nd</sup> October 2018 in between 0200 PM to 0500 PM at the above address.

For details log on to : [www.indiaseeds.com](http://www.indiaseeds.com)

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**Terms & Conditions for engagement of Senior Consultant (Materials Management)**

**1. Tenure of Engagement**

The engagement shall be initially for a period of six months. The engagement can be extended on need based mutual consent subject to satisfactory performance of the Senior Consultant or requirement of the Materials Management Department with the approval of the Competent Authority.

**2. Age Limit**

The maximum age limit for appointment as Senior Consultant shall be 70 years as on the date of initial engagement.

**3. Educational Qualification**

The candidate should be atleast Graduate with PG Degree/Diploma or MBA in Materials Management from a recognized University/Institution.

**4. Experience**

The individual, who has retired (including VRS) from Government/PSU/ Autonomous/Statutory body preferably an Engineer at the level of E-6 and above (IDA) or equivalent in CDA scale should have experience of **20 years** in Materials Management Division or specialization in Integrated Materials Management including purchase, stores & transportation. Desirable knowledge of GeM/GFR/MSME & CVC procedures.

**5. Selection procedure**

The appointment will be purely on contractual basis. The scrutiny of application will be carried out by the Corporation on the basis of working experience of individuals based on past record and interaction with a Selection Committee of the Corporation.

**6. Remuneration**

To be negotiated with the interviewing / selection committee for the whole work of preparation of purchase manual for goods, logistic and hiring of space for storage within time frame of 04 months from the date of assigning the work.

**7. TA/DA on official tour**

If Senior Consultant has to move out of Headquarter for official purpose, he will be entitled for TA/DA applicable to the officers in NSC equivalent to his post held by him at the time of retirement.

**8. Scope of Duties**

Preparation of Manual for Materials Management Department and set terms & conditions for tender document

**9. Leave**

The Senior Consultant will be allowed one day leave per month apart to the usual holidays. Accumulated leaves may be availed within the period of six months or will lapse on the expiry of six months term. NSC would be free to terminate the services of Senior Consultant, if he remains absent for more than 15 days beyond his admissible leaves.

**10. Communication and drafting skill**

An individual should have good communication and interpersonal skills with a strong flair for in depth handling the Materials Management matters.

**11. Proficiency in Computer**

Must be able to work in MS Word, Excel and Presentation.

**12 Accommodation**

The individual needs to have own accommodation facility in Delhi/New Delhi or nearby places. No accommodation or House Rent will be provided by the Corporation.

13 **Office time and working hours**

Engagement of Senior Consultant would be on full time basis. The working hours shall be from 09.00 AM to 5.30 PM (from Monday to Friday) including half an hour lunch break in between. However, in exigencies of work, he may be required to sit late and he may be called on Saturday/Sunday and other Gazetted Holidays.

14 **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.

15. **Confidentiality of data and documents**

The Intellectual Property Right (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 office.

16 **Conflict of interest**

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

17 **Termination of the engagement**

In normal course, the services of Sr. Consultant will be terminated on the expiry of the period of appointment unless the same is extended. Services of Sr. Consultant can also be terminated at any time with one month's notice on the recommendation of indenting Department, if his services are no longer required and/or if his performance is not found upto the mark. Engagement of Sr. Consultant will be terminated immediately if he is found guilty of the following:-

- (i) Disclosing to third party, any official information/document which comes to his notice during his working as Senior Consultant.

- (ii) Rendering any kind of consultancy to an organization which has conflict of interest with the Corporation.

18 **Guidelines for submission of application**

Candidates will be given 15/21 days' time to appear in walk-in-interview from the date of advertisement. The candidate has to fill the prescribed proforma before the interview. The application should be submitted with the following documents:-

- (a) Copy of superannuation relieving order.
- (b) Copy of last pay drawn, scale of pay & post hold.
- (c) Certificate in support of educational qualification and experience.

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