



मुं वि - प ऊ वि मौलिक विज्ञान प्रकर्ष केन्द्र
UM-DAE Centre for Excellence in Basic Sciences
An Aided Institute under the Department of Atomic Energy (DAE), Govt. of India

Advertisement No. 02/2025 dt. 31/07/2025

Re-engagement of Employees retired from constituent units of DAE as consultants on contract basis – Invitation of Application by UM-DAE CEBS

University of Mumbai - Department of Atomic Energy Centre for Excellence in Basic Sciences (UM-DAE CEBS) is an aided institute of the Department of Atomic Energy (DAE), Govt. of India. Established in 2007, it is located on the Kalina campus of the University of Mumbai, Mumbai. It offers a 5-year residential integrated M.Sc. programme with a DAE Fellowship, as well as a multi-disciplinary Ph.D. programme for training students in addressing basic science and societally relevant research problems. With several state-of-the-art research facilities on its campus, a dynamic academic atmosphere, and strong research collaborations with the proximal premier research institutes, UM-DAE CEBS serves as one of the ideal destinations for pursuing a research career in Basic and Applied Sciences.

UM-DAE CEBS seeks applications from Employees retired from constituent units of DAE to be hired as consultants on contract basis in different temporary administrative posts as given below.

| Post | Vacancy | Scope of Work* | Specific Eligibility |
|-----------|---------|---|---|
| Registrar | 1 | <p>Will be responsible for all matters related to administration, finance, purchase, etc.</p> <p>Will be the administrative authority over all personnel involved in finance, accounts, procurement, stores, materials, and inventory control.</p> <p>Will be the non-member secretary to the Governing Council and Academic Board and will be in-charge of safe maintenance of all documents of CEBS.</p> <p>Will provide guidance in RTI and Audit queries.</p> | Officers should have superannuated at the post of Registrar/CAO or an equivalent administrative post under Central Government at Pay Matrix Level 12 or above of the 7 th CPC. |

| | | | |
|-------------------------------|---|--|---|
| Deputy Controller of Accounts | 1 | <p>Provide assistance to Director and Registrar in managing all finance-related matters of the organization.</p> <p>Responsible for day-to-day functions of Accounts of CEBS, Balance sheet, Budget, Auditing, Accounting and Financial Management, Taxation and other statutory matters.</p> <p>Provide guidance to personnel working in Accounts regarding all applicable rules.</p> <p>Guidance in Audit queries.</p> <p>Coordinating with DAE for accounts-related matters.</p> | Officers should have superannuated at the post of Deputy Controller of Accounts at Pay Matrix Level 11 or above of the 7 th CPC. |
| Assistant Accounts Officer | 1 | <p>Responsible for purchase and procurement-related matters of the Centre.</p> <p>Provide guidance and support in making NIT and tender documents for all open, global and limited tenders.</p> <p>Provide guidance to personnel working in Purchase regarding all prevailing GFR rules applicable for procurement.</p> <p>Provide guidance, training, and support on all GeM-involved procurements.</p> <p>Maintaining inventory of all capital items, consumables and annual stock checking.</p> <p>Overseeing the proper maintenance of purchase files.</p> <p>Guidance in Audit queries.</p> | Officers should have superannuated at the post of Assistant Accounts Officer in Pay Matrix Level 8 or above of the 7 th CPC. |
| Assistant Personnel Officer | 1 | <p>Guidance, support and execution of general administration and establishment related matters and maintaining records for the Centre.</p> | Officers should have superannuated at the post of Assistant Personnel Officer in general administration at |

| | | | |
|---|----------|---|--|
| | | Guidance in RTI and Audit queries. Coordinating with DAE for administration-related matters. | the Level 8 or above of the 7 th CPC. |
| Assistant | 1 | Support for Academic Office. Responsible for preparation and upkeep of Academic calendar, Time-Tables, conduct of examinations, declaration of results, and release of marks and certificates. | Officers should have superannuated at the post of Assistant at Pay Matrix Level 7 or above of the 7 th CPC. |
| Assistant Accountant | 1 | Providing support on financial and accounting matters of the Centre. | Officers should have superannuated at the post of Assistant Accountant at the Pay Matrix Level of 7 or above of the 7 th CPC. |
| UDC/Senior Clerk | 1 | Providing support for infrastructure related matters, preparing indents, BOQs, etc. of the Centre. | Officers should have superannuated at the post of UDC/Sr. Clerk at the Pay Matrix Level 4/Level 6. |
| TOTAL | 7 | | |
| * The above list of scope of work is inexhaustive. In addition, they are expected to help the reporting officer in executing any work of the Centre as and when required. | | | |

Place of work: The consultants will be working at:
Nalanda Building,
UM-DAE Centre for Excellence in Basic Sciences, University of Mumbai,
Kalina Campus, Santacruz (E), Mumbai – 400098.

General Eligibility:

- The applicant should be employee retired from constituent units of DAE, or DAE Secretariat.
- Applicant should have requisite experience, knowledge of Government rules and regulations and proficiency in computer handling/operating to execute the assigned work.
- Applicant should be medically fit at the time of engagement.

Selection Procedure:

Selection cum review committee formed by the competent authority will prepare a list of candidates who are screened-in. Shortlisted candidates will be contacted in return email. In-person interview at the Centre will be held for final selection. No TA/DA will be paid for attending the interview. The Centre will not be responsible for any loss of application document(s) and/or Centre's email communication(s).

Tenure:

The re-engagement on contract basis is purely temporary. The initial period of engagement shall be for one year, which may be extended in increments of one year, subject to: a) satisfactory performance and b) recommendation of the Selection cum Review Committee. The maximum tenure will be of three years or until the incumbent attains the age of 65 years, whichever is earlier. The engagement can also be terminated at any time without any notice period and without assigning any reason.

Entitlements:

- a. The official on re-engagement is entitled to draw 50% of the last pay drawn.
- b. 12 days of leave in a Calendar year on *pro rata* basis is admissible for re-engaged officials.
- c. If required to travel outside Mumbai in connection with the work, TA/DA admissible to the regular employees working in the same grade from which the official has retired will be admissible.
- d. Re-engaged officer shall not be entitled for any allowances (HRA, CCA, TA, DA *etc.*)
- e. Re-engaged officer shall not be entitled to contribute towards NPS, PF *etc* for the period of re-engagement.
- f. No transport facility will be provided for commuting to office.

Other terms of conditions:

- a) The re-engagement shall be purely on contract basis and on temporary basis. Re-engagement can be terminated at any time by the Centre without assigning a reason.
- b) The Consultant needs to perform the duties for 08 hrs 30 minutes per day on all working days.
- c) The Consultant must not be involved in any other official engagements/jobs during the tenure at the Centre.
- d) The Centre has the right to reject any application without assigning any reason.
- e) The Consultant will be bound by the rules and regulations of the Centre.
- f) Canvassing of any sort may lead to disqualification.
- g) **Kindly mail the applications in the prescribed format as given in Annexure I to registrar@cbs.ac.in**

Last Date of application: 15th August, 2025.

Annexure I**Application form**

Recent
Passport size
Photograph

| | | | |
|----|---|-------------------|--|
| 1 | Full Name (in Block Letter) | | |
| 2 | Fathers/Husbands Name | | |
| 3 | Date of Birth | | |
| 4 | Contact Details | Tel No. | |
| | | Mobile No. | |
| | | Email Id: | |
| 5 | Address for Communication | | |
| 6 | Name of DAE unit from which superannuated | | |
| 7 | Date of Joining DAE unit | | |
| 8 | Age (as on 01.08.2025) | | |
| 9 | Gen/OBC/SC/ST | | |
| 10 | Post during superannuation | | |
| 11 | Date of superannuation (Enclose copy of Retirement order) | | |
| 12 | Pay Matrix level & Last drawn Salary at superannuation (Enclose copy of salary slip/Pension payment order) | | |
| 13 | Educational Qualification (Enclose copy of Marksheet/Certificate) | | |
| 14 | Details of Computer Knowledge | | |
| 15 | If anytime disciplinary or criminal proceedings were initiated against you (Give Details) | | |
| 16 | If anytime you were under suspension (Give Details) | | |
| 17 | Brief particulars of experience in the last 5 years (Add separate sheet) | | |
| 18 | Career Progression (that is, the details of the promotions received throughout the career) | | |

Declaration: I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Centre. I am ready to accept all terms and conditions for engagements.

Place:

Date:

Signature

(Full name of the applicant)