

F. No. 25-1/2021-Estt./ 20807-20809
GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE
ZOOLOGICAL SURVEY OF INDIA
KOLKATA

PRANI VIGYAN BHAWAN
M-BLOCK, NEW ALIPUR,
KOLKATA, WEST BENGAL,
PIN CODE-700 053
WEBSITE: zsi.gov.in
EMAIL ID: director@zsi.gov.in
hoo@zsi.gov.in

VACANCY CIRCULAR

Subject: Engagement of Retired Government Servants as Consultant on purely contract basis in the Hqrs' Office, Zoological Survey of India, Kolkata

The Zoological Survey of India, a subordinate office under the Ministry of Environment, Forest and Climate Change, invites applications from Retired Government Servants for engagement as Consultant on purely contract basis at the Hqrs' Office, ZSI, Kolkata. The eligibility criteria and term of references for the said engagement are furnished at Annexure-I.

2. The interested Retired Government Servant who fulfil the eligibility criteria and agreed with the Terms of Reference prescribed at Annexure-I may send their application in the prescribed format enclosed herewith at Annexure-II alongwith documents/certificate in support of his/her claim to the Director, Zoological Survey of India, Prani Vigyan Bhawan, M-Block, New Alipur, Kolkata-700 053 by 15.10.2026.

3. Applications received incomplete/after the due date of submission should be reject without assigning any reasons thereof. Application received duly filled in all respect and singed shall be considered, taking into accounts the merit of each applications; however, engagement will be made from the shortlisted candidates, only. Merely submission of application confers no right of recruitment. Further, the Director, Zoological Survey of India reserves all the rights to reject any application without assigning any reason thereof.

4. The Director, ZSI reserves the right to cancel the advertisement, and not go for engagement for consultant, at any stage, if needed. Further, the Director, ZSI reserves the right to relax all/any one of the conditions prescribed at Annexure-I.

5. This issue is with the approval of the Director, Zoological Survey of India.

Digitally signed by
GURU PADA MANDAL
Date: 21-09-2026
17:16:13

Date:-Date of e-sign.

(GURUPADA MANDAL)
SCIENTIST 'E' & HEAD OF OFFICE

Copy to:

1. The O/c, Website, ZSI, Kolkata.
2. The Notice Board, New Alipore Building, ZSI, Kolkata.
3. The Notice Board, FPS Building, ZSI, Kolkata

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ANNEXURE-I

ELIGIBILITY CRITERIA & TERMS OF REFERENCE

Name of Post	Consultant.
No. of Post	01 (One).
Place of Engagement	At Hqrs' Office, ZSI, Kolkata
Period of Engagement	The engagement shall be initially for a period of one year which may be extended/curtailed depending on the performance of the consultant or functional requirement of the office. No extension will be granted beyond the age of 65 years.
Age	Should have attained sixty years, but not exceeding sixty-three years as on the closing date of application.
Eligibility	Degree from a recognized University and atleast 05 (five) years' experience on Accounts, Budget and Expenditure Management including Estimation of Budget, Preparation of Budget, Process to Allocate the Budget and its monitoring & reconciliation of Expenditure thereof from any Central Government Offices.
Duties and Responsibilities	1. Estimation & Preparation of Budget; 2. Process to Allocate the Budget; 3. Monitoring & reconciliation of Budget & Expenditure; 4. Maintaining the Liaison with 16 RCs and AM on the matter; 5. Attending to matters relating to General Accounts and Auditing; 6. Monitoring & Reconciliation of External Projects awarded to different Scientist in ZSI, Kolkata; and 7. Any other work assigned by the Director, ZSI.
Selection Procedure	The engagement will be purely on contract basis. Application received in response to the advertisement will be shortlisted on the basis of qualification and experience of applicants. Consultant will be selected from shortlisted candidates. The Director reserves all rights for selection of this engagement.
Remuneration	A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the terms of contract and there will be no annual increment/percentage increase during the contract period. No DA/HRA shall be admissible.

Transport Allowance	An appropriate and fixed amount of Transport Allowance for the purpose of commuting between residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement.
Travelling Allowance	Retired employee engaged as consultants may be allowed TA/DA on official tour, if any, as per his entitlement at the time of retirement. However, no TD/DA is admissible for joining the assignment or on its completion.
Leave of absence	Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
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.
Office Time and working hours	Working hours shall be from 09:45 A.M. to 06:15 P.M. during the working day including half an hour lunch break at 01:30 P.M. However, the consultant may be called for work on Saturday/Sunday/Other Gazetted Holiday., if required.
Conflict of Interest	The consultant appointed by this office shall in case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No consultant would be permitted to take up any other assignment during the period of consultancy.
Termination of Appointment/Service	The engagement may be terminated at any time by the Office without assigning any reasons by giving notice of 07 days. In case, a consultant desires to leave the assignment, he/she is to give 07 days' notice which can be curtailed/extended depending upon the workload. In the event any Consultant is found unfit on any account or if he/she is found guilty of any insubordination/ misconduct, his/her service can be terminated immediately without any notice. The Director deserves all rights for termination of this engagement.

Digitally signed by
GURU PADA MANDAL
Date: 21-09-2026
17:11:58

Date: Date of e-Sign.

(GURUPADA MANDAL)
SCIENTIST 'E' & HEAD OF THE OFFICE

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ANNEXURE-II

PROFORMA

01	Name in full (Block Letters)						
02	Educational Qualifications						
03	Date of Birth						
04	Date of Superannuation from Govt. Service						
05	Aadhar No. (Enclose self-attested Xerox copy)						
06	PAN No. (Enclose self-attested Xerox copy)						
07	PPO No. (Enclose self-attested Xerox copy of PPO Book/Order)						
08	Complete Residential Address						
09	Mobile No.						
10	Email ID						
11	Address of the last Office from where retired.						
12	Brief particulars of experience in Govt. Service during last five years, just before retirement: (Attach a separate sheet, if necessary)						
13	Post Held	From	To	Pay Level	Area of experience	Last Pay drawn and Basic Pension	

12	Additional Relevant Information, in any, in support of your suitability for the said engagement. (Attach a separate sheet, if necessary)	
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I do, hereby declare that the particulars furnished above are true and correct to the best of my knowledge. I further declare that I was clear from vigilance angle at the time of my retirement. I understand and agree that in the event of any information being found false or Incorrect/Incomplete or Ineligibility being detected on or after selection, my candidature is liable to be rejected and I shall be bound by the decision of the Department. I have read the eligibility criteria and terms of reference provided at Annexure-I for said engagement and do hereby accept all the terms and conditions for engagement of Consultants.

Place:

Date:

(Signature of the candidate)