



**Homi Bhabha National Institute  
Anushktinagar, Mumbai-400094**

**Advertisement No. HBNI/RE-2/2025**

**(Only employees who retired on superannuation from Administration Cadre in Group A and Group B from the Department are eligible to apply)**

(Total no. of requirement – 03)

Ref.: HBNI/790(81)/2025/ 1111

September 3, 2025

Re-engagement of Retired Employees of DAE and its Constituent Units  
Circular for invitation of applications for appointment as Consultant in  
HBNI, Mumbai

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Only employees retired on superannuation or retired in the month of August 2025 in the administrative cadre in the Department of Atomic Energy are eligible to apply.

1. Applications are invited for the posts of Consultant in HBNI for performing various Administrative duties and Stenography duties in line with DAE in HBNI as indicated in the Scope of work at Annexure-I.
2. Retired employees who are willing to perform the work indicated in the 'Scope of Work' (Annexure-I) can submit their applications in the prescribed format (Annexure-II) along with the passport size photograph duly affixed and a copy of the Pension Payment Order and Last Pay Certificate.
3. The applications received will be scrutinized by the Competent Authority and the selected candidates will be communicated the date of commencement of work and the period of tenure.

**4. Eligibility:**

- 4.1 Applicant should have retired in Administrative Cadre in Group A /Group B post from the Department or any of its Constituent Units and should be below the age of **65 (sixty Five)** years.
- 4.2 Officers against whom departmental proceedings or criminal cases are contemplated / pending or who have been penalised for misconduct during the period of preceding 10 years will not be eligible for consideration. Further officers against whom any FIR is lodged or any case is registered in any court of law will also not be eligible for consideration.
- 4.3 Applicant should have requisite experience and knowledge of Government rules and regulations and proficiency in Computer operating. For post at S. No.1 of Annexure-I, the applicant should be able to provide Secretarial Assistance to assist very senior officers of HBNI and should be able to prepare Minutes of high level Meetings.
- 4.4 Applicant should be medically fit and required to submit a Medical Fitness Certificate at the time of the engagement.



4.5 The term of appointment shall be initially for a period of one year and further extendable by another one year (subject to availability of vacancy) based on a review of the task and performance of the re-engaged appointee, provided it shall not be extended beyond 05 years after superannuation.

4.6 The engagement shall be purely on contract basis. Re-engagement can be terminated at any time by HBNI without assigning any reason.

**5. Entitlements:**

5.1 The official engaged shall be entitled to draw emoluments of 50% of the last pay drawn at the time of superannuation/retirement.

5.2 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. No leave of any other kind shall be admissible to him/her and absence beyond admissible days/period will be treated as "No Work No Pay".

5.3 If required to travel outside Mumbai in connection with the official work, TA, DA admissible to regular employees working in the same grade from which the official has retired, will be admissible.

5.4 Re-engaged official shall not be entitled for any allowances ( Dearness relief, HRA etc.,)

5.5 Re-engaged official will not be entitled for contribution to GPF, NPS, Gratuity etc., for the period of re-engagement.

5.6 No transport facility will be provided for commuting to office. A fixed amount towards Transport Allowance @ 50% of the Transport Allowance drawn at the time of retirement shall be admissible. Dearness Allowance/ Dearness Relief will not be applicable thereon.

5.7 No accommodation will be provided for the period of engagement.

6. The consultants need to perform the duties for 08 hrs and 30 minutes per day on all working days. In addition to the normal working days, if he/she is required to attend the office on Saturday / Sunday and other holidays in the exigencies of work, he/she shall not be paid any additional remuneration.

7. The place of work will be HBNI, Training School Complex, Anushaktinagar, Mumbai – 400094.

8. The HBNI has the right to reject any application without assigning any reason.

9. Last date of receipt of application is 22<sup>nd</sup> September, 2025. Incomplete and late applications will not be considered. Applications can be forwarded by Post/by Hand in sealed envelope so as to reach on or before 22/09/2025 to Assistant Personnel Officer, HBNI, Training School Complex, Anushaktinagar, Mumbai – 400094.

10. The envelope containing the application may be superscribed "Application for the appointment as Consultant in HBNI" on the top.

*Compd*  
Dy. Registrar, HBNI  
21/9/2025

Annexure-I: Scope of Work

Annexure-II: Format of Application

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**Annexure-I**

**Scope of Work**

- (1) Terms of Reference (ToR) - Duties of Consultant Administration  
( Last Pay Drawn in Pay Level : Level 8 to Level 12 )  
No. of Position - 01**

To assist Senior Officers of HBNI in the following administrative duties:

1. Stenographic assistance and other general administrative assignments.
2. Custody of records
3. Preparation of Agenda/Minutes and their circulation
4. Manage the filing, storage and security of documents
5. Proficiency in computer applications
6. Working in Excel Sheets, preparation of word document etc.,
7. Respond to inquiries/Correspondences/emails
8. Attending to function of VC office/Dean Office/ Registrar's Office in the absence of regular P.As. or any other offices in HBNI.
9. Maintain and run the office in HBNI, to which posted.
10. Preference will be given to the employee who retired from Stenographer cadre
11. Any other job(s) assigned by the Reporting Officers from time-to-time w.r.t. Administrative/Academic work.

**(2) Scope of Work**

- Terms of Reference (ToR) - Duties of Consultant Administration  
( Last Pay Drawn in Level : Level 8 to Level 12)  
No. of Position -01**

To deal with matters pertaining to :-

1. Processing of Grievances of Students & RTI Matters.
2. Booking of Air Tickets.
3. Finance related activities like processing of various academic related expenditure of students such as Foreign Travel Assistance, Thesis evaluation, reimbursement of course work fees, etc.
4. To send proposals and subsequent follow up on matters related to administration and academic matters of HBNI, with different statutory authorities such as UGC, AICTE, Charity Commission, DAE etc.
5. Recognition of Institutes as OCC of HBNI.

**Scope of Work**

**(3) Terms of Reference (ToR) - Duties of Consultant Administration  
( Last Pay Drawn in Level : Level 8 to12)- No. of position – 01.**

To deal with matters pertaining to :-

1. Upkeep and update of records
2. To assist the Academic Consultant in preparation and compilation of Data from the Constituent Institutions and Off Campus Centres for Self Study Report for NAAC ( 3<sup>rd</sup> cycle) accreditation and all associated activities.

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**Application for the position of Consultant in HBNI**  
**Advertisement No. HBNI/RE-2/2025**  
**(Last date of receipt of application:22.09.2025)**

Recent  
Passport Size  
Photograph

1.	Full Name (in Block Letters)						
2.	Father's / Husband's Name						
3.	Date of Birth						
4.	Contact Details	Tel.No.					
		Mobile No.					
		Email ID					
5.	Address for communication						
		Pin:					
6.	Date of joining in Government Service						
7.	Date of retirement and the post last held from which retired(please enclose copy of the relieving letter)						
8.	Age as on last date of Application						
9.	Whether SC/ST/OBC/Gen						
10.	Whether Physical Challenged. If yes, enclose medical certificate of disability issued by Competent Authority.						
11.	Name of the Division / Unit from which retired						
12.	Last pay drawn (PL & Pay)(Enclosing PPO is mandatory)						
13.	Education / Technical Qualifications (Please enclose copy of Certificate / Mark sheet)						
14.	PPO No. (Please enclose copy)						
15.	Details of Computer knowledge /Stenography, if any.						
16.	Brief particulars of experience of the last 10 years (assignment-wise) [A separate sheet may be annexed]						
17.	Whether any departmental proceedings or criminal cases are contemplated/pending or FIR lodged, if , any, or any case is registered in any court of law. If, yes copy of the same may be enclosed.						



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 or during the period of contract, my candidature is liable to be rejected and I shall be bound by the decision of Homi Bhabha National Institute. I have read this circular and ready to accept all the terms and conditions for engagement as consultant.

Signature: \_\_\_\_\_

Place:

Full Name of the applicant

Date: