

File No.11001/31/2020/NCVET/3)3.
Government of India
Ministry of Skill Development and Entrepreneurship
National Council for Vocational Education & Training

Kaushal Bhawan,
B-2, Pusa Road,
Karol Bagh,
New Delhi – 110 005
Dated: 17.09.2020

VACANCY CIRCULAR

Subject: Engagement of Consultants (Retd. Govt. Servants) in NCVET under Ministry of Skill Development & Entrepreneurship – reg.

The National Council for Vocational Education & Training (NCVET) (under MSDE) invites applications for engagement of Consultants, as detailed below, from retired persons preferably from Central Government Ministries/ Departments/ PSUs on Contract Basis initially for a period of one year from the date of engagement. The engagement may be extended one year at a time, subject to age limitations described later below, if the requirement of services is there and the performance of the consultant has been found to be satisfactory. Similarly, the engagement may be curtailed at any time if either the requirement for the services is no longer there or if the performance has not been found satisfactory.

2) The eligibility criteria and terms and conditions of the engagement etc. are as under:

1. Consultant (Finance):

- (a) **Eligibility criteria:** Government servants retired in the rank of Director/Deputy Secretary/Under Secretary having extensive knowledge in Government Financial Rules and having worked on financial matters while in service can apply.
- (b) **Age limit:** Maximum age limit is 63 years (as on last date of receipt of applications).
- (c) **Scope of Work/Job Responsibility:** The Officer should have wide experience in financial matters, Budget matters, Outcome Budget, Audit and Annual Accounts and all other financial related matters in particular and may have experience in the fields of Establishment, General Administration, Vigilance, Court cases, Rules and Regulations etc.

2. Consultant (Technical) :

- (a) **Eligibility Criteria:** Government servants retired in the rank of Director/Deputy Secretary.
- (b) **Age limit:** Maximum age limit is 63 years (as on last date of receipt of applications).
- (c) **Scope of Work/Job Responsibility:** The Officer should have experience in the field of skill development or entrepreneurship. The officer should be an expert in Skill eco system. The officer should prepare EFC/SFC notes, Annual Report and any work pertaining to imparting Skill Development.

3. General Terms and Conditions of Engagement of Consultants:

(i) **Remuneration:** The retired official would be entitled to remuneration as under:

Level of Pay in Pay Matrix	Remuneration (Maximum ceiling)	Conveyance Allowance
Level 11 (GP of 6600)	Rs. 50,000/-	Rs. 3,000/-
Level 12 and 13 (GP of Rs.7600 and Rs.8700)	Rs.60,000/-	Rs.5,000/-

Note: The consultants will be paid monthly remuneration as mentioned above or (last pay drawn + DA) – (Pension + DA) formula, whichever is less. The total monthly remuneration and the pension drawn by the consultant shall not be more than the Last Pay Drawn by the officer calculated at the current rate of Dearness Allowance.

(ii) **Age Limit:** The age limit will be 65 years. However, engagement beyond 65 years and up to 70 years could be with approval of Chairman, NCVET/Secretary, MSDE keeping in view good health of the Consultant for the work, essentiality of the services offered and high grade level of expertise.

(iii) **Period of Engagement:** The period of engagement will be for a period of 1 year. The engagement may be extended one year at a time, subject to age limitations described above, if the requirement of services is there and the performance of the consultant has been found to be satisfactory. Similarly, the engagement may be curtailed at any time if either the requirement for the services is no longer there or if the performance has not been found satisfactory.

(iv) **Allowance:** A Consultant will not be entitled to any allowances.

(v) **TA/DA:** No TA/DA shall be admissible to the consultants for joining the assignment. Consultant will not be allowed any foreign travel at Government expenses. However, they may be allowed TA/DA for travel inside the country in connection with official work assigned to them.

(vi) **Leave:** The consultant will be eligible for 8 days of leave during a calendar year on pro-rata basis. This leave will not be carried forward in case the engagement period is extended by NCVET. Also, no payment in lieu of unutilised leave will be paid by NCVET at the time of expiry of contract.

(vii) **Termination:** The engagement can be terminated by the NCVET at any time without assigning any reason by giving 15 days' notice. A consultant may also resign giving 15 days' advance notice or remuneration of 15 days in lieu thereof.

4. **Other Terms and Conditions:**

(i) Headquarters of Consultants will be at New Delhi.

(ii) The person must be able to work in MS Word, Power Point and should be proficient in noting, drafting and examining of cases.

(iii) They will not be entitled to telephone facilities, transport facilities, staff car and residential accommodation from Central Government Pool.

(iv) The engagement of Consultant will be purely on Contract basis.

(v) The candidate will be required to sign a non-disclosure undertaking;

(vi) The Consultants may be called in the Office on Saturdays, Sundays and other Gazetted Holidays or may be asked to sit late in the office after office hours, in case of exigencies of work. No extra allowance will be permissible for the same.

(vii) The consultants shall continue to draw pension and dearness relief on pension, if any during the period of their engagement as consultant;


(viii) TDS as admissible shall be deducted from the monthly remuneration. A TDS Certificate will be issued by the concerned DDO on demand;

(ix) Consultants will have to follow the normal working hours as prescribed. (i.e. 09.00 a.m. to 05.30 p.m.). However, as per the exigency one has to sit late to complete the time bound work. Attendance would be marked through Aadhar based Biometric Attendance System(BAS) or through Register.

5. Interested and eligible candidates may submit their applications in the prescribed proforma duly filled up to:

The Under Secretary (A&F),
National Council for Vocational Education and Training,
Ministry of Skill Development and Entrepreneurship,
Government of India,
Kaushal Bhawan, B-2, Pusa Road,
Karol Bagh, New Delhi-110005.

6. The last date for receipt of applications is 30.09.2020.


(C. Mohandas)
Under Secretary (A&F)
Tel no. 25788010 &12

Paste your
recent passport
size photograph

Application Form for engagement of Consultants (Retd. Govt. Servants) in National Council for Vocational Education & Training under Ministry of Skill Development & Entrepreneurship (Please type):

1. Name: _____
2. Father's Name: _____
3. Date of Birth: _____
4. Domicile: _____
5. Nationality: _____
6. Postal Address for Correspondence:

7. E-mail: _____
8. Mobile: _____
9. Education Qualification: _____
10. Positions held during last ten years of service:

S.No	Designation & Place of posting including the name of the Ministry/ Department	Scale of pay	From	To	Nature of work performed

11. Skills/ Trainings:
12. Any other specific information, in support of your suitability for the said engagement (Use separate sheets, if necessary).
13. Please attach a copy of Pension Payment Order (PPO):

Name and Signature of the applicant

Place:

Date: