

File No.11001/08/2021-NCVET
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: 23.08.2021

VACANCY CIRCULAR

Subject: Engagement of Officers retired from Central Government as PS/PA for appointment as Consultants - PA in NCVET under Ministry of Skill Development & Entrepreneurship – reg.

The National Council for Vocational Education & Training (NCVET) (under MSDE) invites applications for engagement of Consultant-PA, from retired Government Servants preferably from Central Government Ministries/ Departments/PSUs on Contract Basis.

2. Engagement of Consultant PA – 4 Nos.

- (a) Government servants retired in the rank of PS/PA having extensive knowledge in Government Secretarial work.
- (b) The officer should have working knowledge of MS Office, Computer handling and internet browsing.
- (c) Maximum age limit is 62 years (as on last date of receipt of applications).

3. **Method of Selection:** The engagement will be purely on contract basis. Shortlisted candidates will be called for interview by the Selection Committee. A panel would be formed of the candidates who qualify the interview and would be engaged as Consultant-PA as per the requirement of NCVET.

4. The **terms and conditions** of their appointment will be as follows:

1. The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee and the extant rules.
2. The consultant shall sign an agreement of confidentiality with the Government of India containing a clause of Ethics and Integrity.
3. 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 term of the contract. There will be no annual increment/percentage increase during the contract period. No increment and Dearness Allowance shall be allowed during the term of the Contract.

4. They shall not be entitled for perquisites such as HRA, CCA, Residential accommodation etc. An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the consultant at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment.
 5. No TA/DA would be admissible to them for joining the assignment or on its completion.
 6. During the period of Consultancy the officer would be required to attend to all important items of work pertaining to the NCVET as assigned by it from time to time.
 7. During the period of their assignment with the NCVET and also thereafter, it is likely that they may come across certain information of important/confidential nature. They will not divulge any information gathered by them during the period of their assignment to anyone who is not authorised to know/have the same.
 8. Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed.
5. **How to Apply** : Willing retired Officers are requested to send their applications in the prescribed format (complete in all respects) along with self-certified copy of PPO by 10.09.2021 by email given below. Applications without duly filled prescribed proforma and copy of PPO will not be considered for shortlisting.

Duly filled in application may be sent on mail to : mohandas.challa@gov.in.

Or

The application in the prescribed format may be forwarded to the following address:

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 **10.09.2021**.



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

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: _____, Age as on 10.09.2021: ___ Years ___ Months ___ Days

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 self-certified copy of Pension Payment Order (PPO):

Place:

Date:

Name and Signature of the applicant