

**F. No. 11001/24/2022/NCVET/1265**  
**National Council for Vocational Education and Training**  
**Ministry of Skill Development and Entrepreneurship**

Kaushal Bhawan, B-2 Pusa Road  
Opp. Metro Pillar No.95,  
Karol Bagh, New Delhi - 110005

Dated: 27 October, 2022

**CIRCULAR**

**Subject: Engagement of Consultant – Administration, Establishment and Finance on contract basis in NCVET-reg.**

National Council for Vocational Education & Training invites applications from suitable candidates for engagement as **Consultant - Administration, Establishment and Finance** from Remuneration as per GOI Rules viz. on pay minus pension basis at US/DS level who have retired at US/DS and above level. The engagement will be purely on contractual basis but is likely to continue.

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>No. of incumbents proposed to be empaneled</b>	<b>Age limit (as on the last date of receipt of applications)</b>	<b>Remuneration per month</b>
1.	Consultant Administration, Establishment and Finance	01	Maximum age limit is 62 years as on last date of receipt of applications. However, if a retired Government servant who crossed maximum age prescribed here, but is already working in any Ministry / Department as Consultant and wishes to apply may also apply, in such cases preference will be given to those who understand the ecosystem of skill development. Even in such cases those beyond 64 years will not be eligible to apply.	Remuneration as per GOI Rules viz. on pay minus pension basis at US/DS level.

2. Prescribed proforma, the details including eligibility criteria, term and conditions etc. of the above engagement are placed at **Annexure-I and II**. The candidates shortlisted on the basis of

applications received will be intimated through email for appearing in Test / Interview, dates of which will be intimated in due course.

3. Interested candidates, who fulfill the eligibility criteria, possess good health and are in a position to join immediately may submit their application in the prescribed proforma (**Annexure-I**) along with relevant documents in support of educational qualifications and experience in sealed cover subscribed "Engagement of Consultant - Administration, Establishment and Finance on contract basis in NCVET" which should reach this office on or before **15.11.2022** at the following address:

**The Director (A&F)**  
**National Council for Vocational Education & Training**  
**Kaushal Bhawan**  
**B-2, Pusa Road, Karol Bagh**  
**New Delhi – 110005.**

4. Scanned application form along with enclosures has to be sent also mandatorily to email ID [sa.director.ncvet@gmail.com](mailto:sa.director.ncvet@gmail.com) on or before the closing date.

5. NCVET reserves the right to increase / decrease / withdraw the advertisement at any stage of recruitment process.

6. No enquiry will be entertained during the recruitment process.

(Dilip Kumar Yadav)  
Deputy Director (Admin.)

**Application for engagement of Consultant – Administration, Establishment and Finance in NCVET**

1.	Name in full (Blockletters)						
2.	Father's name						
3.	Date of Birth						
4.	Details of educational qualifications possessed by applicant						
5.	Date of superannuation from Govt. Service						
6.	PPO no. (Enclose photocopy) (only for pensioners)						
7.	Complete residential address with phone number / mobile no.						
8.	Office address at the time of retirement						
9.	Designation last held						
10.	Last pay drawn						
11.	E-mail Id						
12.	Brief particulars of experience (Pl. enclose extra sheets if required)	Designation and place of posting	From	To	BP/GP/Pay Level/Monthly pay	Nature of work performed	
13.	Skills/training						
14.	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary						
15.	Name of two references preferably from the organization in which worked along with designation, address, contact no. & email						

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was not held guilty in any Departmental inquiry nor convicted of any offense involving moral turpitude and I am medically fit to perform office work. I have read this document and am ready to accept all the terms and conditions for engagement of Consultant (Administration, Establishment and Finance).

**Place:**

**Date:**

**(Signature of the Candidate)**

**Terms & Conditions**

**1. Eligibility**

The applicant should have retired from Central Government Ministries/ Departments at Under Secretary/ Deputy Secretary and above level.

**2. Period of engagement**

The engagement shall be initially for a period not exceeding one year or till further orders whichever is earlier. The tenure of short-term contract can be extended depending upon the performance of the Consultant or functional requirement of the NCVET with the approval of the Competent Authority.

**3. Selection procedure**

The engagement will be purely on short terms contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualifications of applicants. Only shortlisted candidates will be sent intimation on email for appearing in Test/Interview.

**4. Remuneration**

The engaged consultant shall be paid a consolidated remuneration as indicated in the circular.. No other allowance will be payable. No residence or medical facility will be made available. The remuneration for the services rendered in a month shall be payable in subsequent month.

**5. Scope of Work/Job responsibility**

- Administrative matters
- Establishment matters
- Vigilance matters
- RTI/Reports/Returns
- Any other work assigned by the Competent Authority

**6. Leave**

The Consultant would be entitled to leave as per provisions notified by GOI under CCS(Leave) Rules, for contract workers.

**7. TA/DA**

No TA/DA is admissible for joining the assignment or on its completion. Should he/she be required to travel outside Delhi in connection with the work of the NCVET during the period of engagement he/she will be entitled to draw TA/DA, if required for office work, as per rules applicable.

**8. Office time and working hours**

Engagement of Consultant(s) would be on full time basis. Working hours shall be from 9.00 AM to 5.30 PM during working days including half an hour lunch break in between. They will not be allowed

to take any other assignment (full time / part time) during the period of contractual engagement. The Consultant may be called on Saturday/Sunday/other Gazetted holidays, if required.

9. **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.

10. **Confidentiality of data and documents**

The engaged consultant shall not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

11. **Conflict of interest**

The Consultant engaged by this office, shall in no case represent or give opinion or advice to other in any matter which is adverse to the interest of the office.

12. **Termination of service**

The engagement may be terminated at any time by the office without assigning any reasons by giving one month's notice. In case, a Consultant desires to leave the assignment, he/she is to give one month's notice which can be curtailed/extended depending upon the workload.

13. **Guidelines for the submission of the application**

The duly completed applications in prescribed proforma should be submitted so as to reach the office before the closing date. Any application received after the last date will not be entertained. The application should be submitted with the following self-certified documents:

- a) Copy of retirement notification and PPO (in case of retired pensioners).
- b) Certificates in support of educational qualifications, skills and experience.

**Deputy Director (Admin.)**