

**File No. 8-13/2015-Estt.**  
**Government of India**  
**National Commission for Minorities**

**Date : 08.05.2019**

**Subject: - Engagement of 02 Grade – I Consultant against one post of Accountant & one post of Assistant - Reg.**

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National Commission for Minorities (NCM), a Commission under the aegis of Ministry of Minority Affairs, Government of India, Ground and Third Floor, Block-3, CGO Complex, Lodi Road, New Delhi – 110003 invites applications to engage 02 Consultants (Grade-1) against the posts of Accountant and Assistant in NCM for a period of six months from the date of engagement on the following terms and conditions:-

- a. Persons with five years of experience on the post of Accountant/Assistant or equivalent grade in the Government or PSUs are eligible to make an application ;
- b. The engagement of the Consultant will be purely on contract basis;
- c. The Person shall be acquainted with the functioning of Central Govt. Ministries/ Department. Persons retired from the Central Government having experience of relevant field shall be given preference. Candidates should not be more than 65 years on the last date of receipt of applications in the Department.
- d. Initially the contract period would be for a period of 6 months which may be extended or curtailed with the approval of Competent Authority in view of his/her performance.
- e. The Person must be able to work in MS Word and should be proficient in surfing internet.
- f. The consultant will be paid a consolidated fee of Rs. 27000/-pm which will be restricted to an amount equal to the last pay drawn plus existing DA as on the date of engagement minus pension plus exiting Dearness Relief thereon. The Consultant shall not be entitled for any kind of allowances and residential accommodation. They shall also not be entitled to telephone facilities, CGHS, Medical reimbursement, transport facilities, staff car from Central Government. However, they may be paid a conveyance allowance of Rs. 1000/- pm.
- g. Income Tax or any other tax, whichever are applicable will be deducted as per the prevailing rules at source before effecting the payment for which the Department will issue TDS certificate.
- h. The Department may terminate the service of the consultant in case he is unable to achieve the assigned works within the time-frame, his performance is not satisfactory and found lacking in honesty and integrity.
- i. Department shall also reserve the right to terminate the service of Consultant at any time without giving any notice and also without assigning any reasons. However, if the consultant is not willing to work for whatsoever reason may be, he / she will have to give a minimum one month notice to the office. The decision of Secretary, NCM will be final in all respect.
- j. Accountants/Assistants, who have retired recently, may be given preference.

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- k. The headquarters of consultant will be at Delhi. Working hours of consultants shall normally be from 9.30 am to 6.00 pm during working days including half an hour lunch break in between. However, in exigencies of work they may be required to sit late and /or called on Saturday and Sunday and other Gazetted Holidays. Any Unauthorized absence beyond seven days shall be viewed seriously and necessary process for termination of contract shall be affected with the approval of competent authority.

Persons who fulfill the eligibility criteria as mentioned above and are willing to work as Consultant on the terms and conditions mentioned herein may submit their applications in the enclosed Proforma latest by 31<sup>st</sup> May, 2019 to the Under Secretary (Admn.) National Commission for Minorities, Ground & 3<sup>rd</sup> Floor, Block-3, CGO Complex, Lodhi Road, New Delhi-110003.



(Shariq Saeed)

Under Secretary Govt. of India

Tel : 011-24362527

- 1) All the Ministries and Departments of the Govt. of India with the request to give wide publicity to the circular among the concerned.
- 2) APS to Hon'ble Chairman, NCM, New Delhi
- 3) PPS/PS to Vice-Chairman, Member, Secretary, NCM, New Delhi
- 4) NIC Cell with the request to upload the circular on the website of NCM.
- 5) Record file.

Application for the post of Consultant in National Commission for Minorities



Personal Details:

1. Name :
2. Father's Name:
3. Date of Birth:
4. Age as on the closing date of receipt of applications .....Year.....Months.....Day
5. Domicile:
6. Nationality:
7. Pay-Band with Grade Pay/Pay Level of the post held at the time of retirement:
8. Correspondence Address:
9. Permanent Address:
10. Educational Qualifications (Highest):
11. Work Experience during last .....years in Govt. Service, if any:

Sl. No.	Organization/Institute and Post Held	Period from	Nature of work performed during the period

12. Any other specific information in relation to essential/desirable qualifications and experience (use separate sheets, if necessary).
13. Whether any minor penalty/major penalty was imposed during last 15 years of Govt. Service.

**DECLARATION**

I solemnly declare that all the statements made in the application are true, complete 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, my candidature is liable to be rejected and I shall be bound by the decision of the National Commission for Minorities. I have gone through and understood the eligibility criteria and the terms and conditions for engagement of Consultant in National Commission for Minorities against vacant posts of Accountant/Assistant and I unequivocally accept all these terms & conditions

Signature of candidate with date

Email:

Mobile: