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No. 8-12/2024-Estt.
National Commission for Minorities
Government of India

Block-14, 1st Floor,
CGO Complex, Lodhi Road
New Delhi-110003
Dated: .09.2024

30.09.2024

Circular

Subject: Engagement of twelve (12) Consultants (Retired from Government Services) in National Commission for Minorities on contract basis – regarding.

National Commission for Minorities (NCM) invites applications from retired Government employees for engagement as Consultants (**Total No. 12**) on contract basis at different level of posts. Instructions for filling up of application form, eligibility conditions and other details are given in Annexures.

2. The interested candidates who possess good health and are in a position to join immediately may submit their application and the declaration in the format as given in Annexures along with relevant documents including copy of PPO, to “Under Secretary, National Commission for Minorities, Block-14, 1st Floor, CGO Complex, Lodhi Road, New Delhi-110003 (email: us.ncm@gov.in)” through speed post/ e-mail.

3. Last date for submission of application is 30days from the date of publication of advertisement to this effect in the Employments News.

4. Incomplete applications or applications received after the due date will be summarily rejected.

5. NCM reserves the right to cancel the advertisement at any stage.

6. NCM also reserves the right to accept or reject in part or in full, any or all the responses, without assigning any reason whatsoever.

Encl:AsAbove



(Rajeev Mohan)

Under Secretary to the Govt. of India

To

All Ministries/ Departments of the Govt. of India

Copy to:

1. Under Secretary, CS.I (Coordination), DoPT, LokNayakBhawan, North Block, NewDelhi with the request to upload this circular on the website of DOPT for wide circulation.

✓ 2. ShriDigvijay Singh, Programme, NCM, New Delhi for uploading this circular on NCM website.

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Eligibility and other Conditions for engagement of Consultant (Retired from Government Services) in NCM

1.	Name of the Position	Consultant
2.	Number of Vacancies	Eligibility
	<p>(i) 09* (Level-6) (Pay Scale- 35400-112400)</p> <p>(ii) 02* (Level-4) (Pay Scale- 25500-81100)</p> <p>(iii) 01* (Level-2) (Pay Scale 19900-63200)</p>	<p>(i) Retired employees of Central/State Governments, Central/State Governments Statutory Body/ Autonomous Organization of the rank of Research Assistant/Assistant (Level 6 of pay matrix) and equivalent or UDC or equivalent having 10 years' services in level 04 of pay matrix.</p> <p>5 Posts- Possessing experience of Noting and Drafting, handling legal matters/ complaints & grievances etc. Candidates shall also have adequate knowledge of working on computer.</p> <p>1 Post- Having experience of working as Librarian. 1 Post- Having experience of Urdu Translation. 1 Post- Having experience work as Accountant. 1 Post- Having experience of Noting Drafting, Establishment and Administrative matters.</p> <p>(ii) Retired employees of Central/State Governments, Central/State Governments Statutory body/ Autonomous Organization of the rank of UDC/Steno Gr. 'D' and equivalent or LDC and equivalent with 10 years services in level 02 of pay matrix, and having experience of work of Stenographer.</p> <p>(iii) Retired employees of Central/State Governments, Central/State Governments Statutory body/ Autonomous Organization of the rank of LDC and equivalent in level 02 of pay matrix.</p>
3.	Mode of Engagement	Purely on Contract Basis. The contractual engagement shall not bestow any right for regular/permanent engagement/ appointment in the Commission. Also, engagement as Consultant will not be treated as a case of re-employment in any manner.
4.	Place of Posting	New Delhi
5.	Period of Contract	Initially for a period of one year (The contract may be further extended on yearly basis depending upon the vacancies, performance report and willingness of the Consultant)

6.	<p>Remuneration</p> <p>(Subject to Department of Expenditure Office Memorandum No.3-25/2020-E.III.A dated 9.12.2020)</p>	<p>(i) A fixed monthly amount as consultancy fees 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.</p> <p>(ii) Tax Deduction at Source (TDS), as admissible, shall be deducted from the monthly remuneration of the consultant.</p> <p>(iii) Fixed amount of transport allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable at the time of their retirement. However, retired employees engaged as Consultant may be allowed TA/DA on official tour, if any, as per their entitlement at the time of their retirement.</p> <p>(iv) No Dearness allowance, HRA, Provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits as available to the regular Central Government officer.</p>
7.	Expertise	<p>(i) Must be well acquainted with the functioning of Government/Ministries/ Departments.</p> <p>(ii) Should be well aware of various rules/regulations of Government of India, capable to handle policy matters, administrative matters, framing of Recruitment Rules, General Administration matters, Vigilance matters, Cash matters, Financial matters, Parliamentary matters, Budget matter etc.</p> <p>(iii) The Consultant shall be required to independently handle Noting, Drafting, Examination of case, Tender related work, GEM/PFMS(For Accountant) related works etc.</p> <p>(iv) Must have very good working knowledge of computer (MS Office/E-Office/ Internet/E- mail).</p>

*Subject to variation and other conditions of engagement as applicable.

Other Conditions of Engagement

1. **Working Hours:** Working hours of the Commission is from 9.30 Hrs to 18.00Hrs. However, in the exigency of work, Consultants may be required to sit late and attend office on Saturdays / Sundays/ Holidays. No compensatory leave will be given for attending office on Saturdays/ Sundays/ Holidays. Consultants would be required to compulsorily enroll their selves in Aadhaar based Biometric Attendance Systems (BAS) and mark their attendance at the time of arrival and departure.

2. **Leave:** Paid leave @1.5 days for each completed month, subject to approval of controlling officer. There will be no accumulation of leave beyond a calendar year

3. **Performance Appraisal:** A monthly Performance Appraisal of the Consultants will be done to bring objectivity in the assessment of performance of consultants. Assessment will be done by the controlling officer and the same would be the basis for further continuation or termination of the consultant, as the case may be.

4. **Termination:** National Commission for Minorities may terminate the contract for engagement as consultant at any time under any of the following conditions.

- (i) Consultant unable to address the assigned works.
- (ii) Quality of output of Consultant not to the satisfaction of the Commission.
- (iii) Fails to do the work within the prescribed time.
- (iv) Lacking in honesty and integrity.
- (v) The Commission also reserves the right to terminate the contract unilaterally by giving 15 days' notice. The Consultant shall also have the right to end the contract by giving 15 days' notice. Consultant's Notice Period can be curtailed with the approval of competent authority.

5. **Applicability of Official Secrets Act & other relevant Acts/Rules etc.:** Consultant shall be governed by the Official Secrets Act,1923 and shall not disclose any information /data that they may gather by virtue of being Consultant in NCM, to any unauthorised person during or after period of their engagement as Consultant in the Commission. In this regard the attention is also drawn to various Circulars issued by the CVC/other Statutory Bodies under which any misuse of official position makes them accountable and tribal under due process of law. Consultant must work and act at all times, in the interest of the Commission and render service with professional integrity, transparency, competitiveness and courtesy.

6. **Submission of Files/Cases:**Consultants will be required to submit their files/cases through their controlling officers.

7. **Procedure for Selection:** All applications received will be scrutinized, shortlisted and will be placed before a Screening Committee. The Screening Committee will interact with the shortlisted candidates and recommend a panel, including waitlisted candidates. Recommendations of the Screening Committee will be placed before the competent authority for approval.

Annexure-II

Application for engagement as Consultant in National Commission for Minorities (NCM) Delhi



- 1. Name:
- 2. Father's/Spouse Name:-
- 3. Date of Birth:-
- 4. Gender:-
- 5. Category—SC/ST/OBC/GEN/EWS
- 6. Mailing Address:-
- Tel./Mobile No.:-
- E-mail address:-
- 7. Permanent Address:
- 8. Proof of retired government servant—
- 9. Working Experiences (last ten years)-

Sl. No.	Name of organisation	Duties performed	From	To	Total period

- 10. Knowledge of computer/internet (Please tick)
 - (a) MS Word: working knowledge/proficient:
 - (b) MS Excel: working knowledge/proficient:
 - (c) Power Point Presentation: working knowledge/proficient:
 - (d) Internet application and tools (cloud/sharing etc.): working knowledge/proficient:
 - (e) E-Office: working knowledge/ proficient

- 11. Is any relative/known working in NCM. If so, details thereof:-

- 12. Any other relevant information:-

DECLARATION

I solemnly declare that all the statements made in this 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 incomplete/ incorrect, my candidature is liable to be rejected and I shall be bound by the decision of the National Commission for Minorities. I have read the Vacancy Circular and ready to accept all the terms and conditions for engagement of consultant.

Place:

Date:

(Signature with full name of the applicant)

**Undertaking for engagement as Consultant in
National Commission for Minorities**

To

Under Secretary
National Commission for Minorities
Block-14, 1st Floor,
CGO Complex, Lodhi Road
New Delhi-110003

**Subject: Agreement for engagement as Consultant (Retired from Government services) in
NCM**

Sir,

I,.....(name), here by accept all the terms and conditions as mentioned in National Commission for Minorities (NCM) Circular issued vide No. NCM-..... dated..... .. for engagement as Consultant in NCM.

2. I do swear that I will be faithful and bear true allegiance to the Commission and to the Constitution of India and will uphold the sovereignty and integrity of India and will do my duties with full loyalty, faithfulness and impartially.

3. I do swear that I will not disclose, communicate to any unauthorized party/person any information that I may gather or access during the course of performing duties as consultant in NCM. I shall not remove/take away any document from the NCM without authorization from the competent authority.

Yours faithfully,

Signature _____
Name: _____
Place: _____
Date: _____

