

**No.43/EoC-NCGG/2014-15**  
**National Centre for Good Governance**  
**Government of India**  
**Block IV, 4th Floor, Old JNU Campus,**  
**New Mehrauli Road, New Delhi - 110 067**


**Subject: Engagement of Consultants in the National Centre for Good Governance on contract basis.**

The National Centre for Good Governance (NCGG), under the Department of Personnel & Training (DoPT), Govt. of India, invites application from experienced retired Director/Joint Secretary in Govt. of India or equivalent in the States for appointment as Consultant for a period of 12 months.

2. The details including eligibility criteria, Term of Reference etc. are available on DoPT's website: [www.persmin.gov.in](http://www.persmin.gov.in). NCGG reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.

3. Last date for receipt of applications, in the prescribed format, is 12.12.2014 upto 5.00 PM. Applications received after due date and time will not be considered.

Yours faithfully,

  
27/11/14

(Poonam Singh)  
I/c Admn.

email: [poonamncgg@gmail.com](mailto:poonamncgg@gmail.com)

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Annexure -I

(FORMAT)

Date: \_\_\_\_\_

FROM:

To

Ms. Poonam Singh  
Incharge Administration  
National Centre for Good Governance  
Block IV, 4th Floor, Old JNU Campus,  
New Mehrauli Road, New Delhi - 110 067

**Subject: "Application for appointment as Consultant on Contract basis"**

Madam,

I, \_\_\_\_\_, enclose herewith my application for engagement as Consultant in NCGG as per Terms of Reference (TOR) documents.

Yours faithfully,

Signature \_\_\_\_\_  
Full Name \_\_\_\_\_  
Address \_\_\_\_\_

Encl.: (list of all enclosures)

**Proforma**

**Application for appointment as Consultant on Contract basis in NCGG**

1.	Name in full (Block Letter)	
2.	Date of Birth (in Christian era)	
3.	Date of Superannuation from Govt. service	
4.	P.P.O. Number	
5.	Designation of the Post at the time of Retirement	
6.	Last pay drawn/emoluments	
7.	Professional Experience	
8.	Educational Qualification	
9.	Complete Residential Address	
10.	Telephone & Mobile No.	
11.	E-mail ID	
12.	Additional relevant information, if any, in support of your suitability for the said engagement. Attach a separate sheet, if necessary.	

**Signature**

**Place  
Date**



**Terms of Reference for engagement of Consultants in the National Centre for Good Governance on contract basis.**

1. **Introduction:** National Centre for Good Governance (NCGG) is an autonomous institution, registered as a Society under the Societies Registration Act 1860, under the Department of Personnel & Training (DoPT), Govt. of India. NCGG has been established as an apex think tank of the country that guides and helps implement good Governance reforms through research, policy analysis, advocacy, and capacity building in order to strengthen institutions that deliver good Governance and foster democracy. NCGG aims to guide and facilitate Governance reforms across states in India, at the national level and the developing world at large, by bringing together and harnessing the power of knowledge, experience, technology and people for good Governance.

2. NCGG intends to engage a well experienced retired officer of the level of Director/Joint Secretary in Govt. of India or equivalent in the States on contract basis.

**3. Scope of Work/Job Responsibility:**

- To assist Director General, NCGG for all activities of NCGG.
- Supervision of all administrative activities of NCGG.
- Preparation of road map, plan scheme of NCGG and all budget related matters.
- Organization of meetings of the Governing Body, Management Committee of NCGG.
- Organization of Workshops/ Seminars of NCGG.
- Interaction with the Department of Personnel & Training and others Departments of Govt. of India.
- Any other work as assigned by DG, NCGG.

**3.1. Eligibility Criteria:**

The Consultant proposed for engagement shall be well acquainted with the functioning of Central Government Ministries/Departments. Persons retired only from the level of Director/Joint Secretary from Central Govt. Ministries / Departments or equivalent in State Government and having experience in the above field need to apply.

**3.2. Age Limit:**

Candidate should not be more than 62 years of age as on 12.12.2014.

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### **3. Communication and Drafting Skill:**

The candidate should have good communication and interpersonal skills.

### **3.4. Proficiency in Computer:**

The candidate should have good knowledge of computer applications and working online.

### **4. Type of appointment:**

The appointment will be purely on contract basis.

### **5. Accommodation:**

No accommodation or House Rent will be provided by NCGG. The Consultant needs to have own accommodation facility in Delhi / New Delhi or nearby places.

### **6. Contract Period:**

Initially contract would be for a period of 6 months, which may be extended for a maximum period of one year.

### **7. Remuneration and Terms of Payment:**

The amount of remuneration shall be fixed at the last pay drawn plus DA at rate prevailing on the date of appointment as Consultant less basic pension. The payment would be made on monthly basis as per monthly remuneration so arrived at the time of appointment.

### **8. 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 NCGG will issue TDS Certificate.

### **9. Allowance:**

The Consultants shall not be entitled to any allowance such as Dearness Allowance, Transport Facility, CGHS and Medical Reimbursement etc. However, he/she will be entitled for local conveyance of Rs.10,000/- per month and would also be entitled for mobile/residential telephone facility subject to maximum reimbursable amount of Rs. 1,400/- per month.

### **10. Leave:**

Consultants shall be eligible for 12 days leave in a calendar year on pro-rata basis. Therefore a Consultant shall not draw any remuneration in case of his/her absence beyond 12 days in a Year Calculated on a pro-rata basis.

### **11. TA/DA:**

No TA/DA shall be admissible for joining the assignment or on its completion. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work.



## **12. Confidentiality of data and documents:**

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the NCGG shall remain with the NCGG. No one shall 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 NCGG, without the express written consent of the NCGG. The Consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by NCGG.

## **13. Conflict of interest:**

The Consultant appointed by the NCGG, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of NCGG.

## **14. RIGHTS OF NCGG:**

NCGG has the right to cancel advertisement, and not to proceed in the matter for engagement of consultant, at any stage accept or reject any or all applications, without giving any explanation, whatsoever.

## **13. TERMINATION OF AGREEMENT:**

NCGG may terminate a contract to which these terms apply if:

- The Consultant is unable to address the assigned works.
- Quality of the assigned works is not to the satisfaction of NCGG.
- The Consultant fails in timely achievement of the milestones as finally decided by NCGG.
- The Consultant is found lacking in honesty and integrity;

NCGG reserves the right to terminate the contract, by given fifteen days' notice to the consultant. Termination shall be effected by written notice served on the Consultant and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before termination.

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