

No.55/3/2020-21/CCSCSB
Central Civil Services Cultural & Sports Board
Department of Personnel & Training

Room No. 361, B wing,
3rd Floor, Lok Nayk Bhawan
Khan Market, New Delhi
Dated 18th Oct, 2021

CIRCULAR

Subject: Engagement of two Consultants (equivalent to Section Officer) on contract basis in Central Civil Services Cultural & Sports Board – Regarding


Central Civil Services Cultural & Sports Board invites applications from the retired Govt. Servants from Central Government/State Government for two posts of Consultants on Contractual basis initially for a period of one year. The details of engagement are as under:

i)	Number of Consultants to be engaged	2 (Two)
ii)	Essential/Desirable Qualifications	<ol style="list-style-type: none">1. Should have retired as SO from Central Government/State Government (Essential).2. Must possess minimum 5 years experience in the area of administrative work (Essential).3. Knowledge of noting/drafting (Essential).4. Knowledge of MS Word and MS excel. (Essential).5. Knowledge of using PFMS/GeM. (Desirable)
iii)	Scope of Work	<ol style="list-style-type: none">1. Administrative matters of all employees of CCSCSB2. Audit Para Replies3. Process of Payment to all staff of CCSCSB and monthly remuneration of part time employees.4. Maintenance of PBR, Service Books, EPF accounts.5. Board Meeting of CCSCSB6. Concerned RTI related matters.7. Furnishing of Reports & Returns to Welfare Section /DOPT8. Grants-in-aid to RSB's.9. Court Cases handling10. Record regarding all receipts to CCSCSB including booking of grounds, coaching fees and other charges.11. Weeding out of Files12. Organization of All India Civil Services Tournaments, Inter Ministry Tournaments and other Tournaments.13. Settlement of Accounts of all Tournaments.14. Financial assistance to States/UTs hosting AICS Tournaments.15. Uploading of Circulars on DOPT Website16. Concerned RTI related matters.

		17. Annual Report preparation 18. Issue of Certificates 19. All TA/DA, On Duty Orders/Practice Orders 20. Diary & Dispatch 21. Any other item of work as entrusted from time to time
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2. The terms and conditions and work details are attached with this Circular. Interested candidates, who fulfill the eligibility criteria, may submit their application in the prescribed proforma in an envelope super-scribing “**Application for post of Consultant**” latest by 12th November, 2021, at the following address:-

Secretary, CCSCSB,
Department of Personnel and Training
Room No. 361, B-Wing,
3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi – 110003
Tel: 011-24646961, 24624204, 24655798


(Kulbushan Malhotra)
Secretary, (CCSCSB)

Terms & Conditions

1. **Period of engagement**

The engagement shall be initially for a period of one year which may be extended/curtailed depending upon the performance of the Consultant or functional requirement of the Office.

2. **Selection Procedure**

The engagement will be purely on contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Consultant will be selected from shortlisted candidates.

CCSCSB reserves the right to reject any application without mentioning any reason.

3. **Remuneration**

A fixed monthly lump sum amount of Rs.30,000/- shall be admissible. The amount of remuneration so fixed shall remain unchanged for the term of contract and there will be no annual increment / percentage increase during the contract period. No DA/HRA, shall be admissible.

4. **Transport Allowance**

No TA/DA is admissible for joining the assignment or on its completion.

5. **Leave**

The person so appointed shall be entitled for casual leave of 8 days in a year. Accumulation of leave beyond calendar year may not be allowed. In special circumstances, he/she may be called on holidays or asked to sit beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturday's /Sundays/ Other Gazetted holidays he/she may be given compensatory off.

6. **Scope of Duties**

During the period of such engagement, the Consultant would be required to perform the duties of a dealing hand and if required, supervisory functions. He/she will report to SO/US depending upon the task assigned by CCSCSB.

7. **Office time and working hours**

Working hours shall be from 9AM 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 during the period of contractual engagement.

He/She will be required to mark his/her attendance in Bio-metric System or in the attendance register.

8. **Confidentiality of data and documents**

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for


the office shall remain with this office. 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 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.

9. Termination of service

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 07 days. In case he/she desires to leave the assignment, he/she is to give 07 day's notice which can be curtailed/extended depending upon the workload.

If the person so appointed is found unfit due to any reason or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.

10. CCSCSB shall not be responsible for any loss, accident, damage; injury suffered by the person whatsoever arising in or out of the execution of his/her work including travel.


(Kulbhushan Malhotra)
Secretary, (CCSCSB)

Proforma

Application for engagement of Consultant on contractual basis in CCSCSB
Number of posts (Two)

1.	Name in full (Block letters)	
2.	Designation at the time of retirement	
3.	Educational Qualifications (from 10 th onwards)	
4.	Date of Birth	
5.	Date of superannuation from Govt. service	
6.	Complete residential address	
7.	Mobile Number	
8.	E-mail I.D	
9.	Brief particulars of experience (Post held, Area of experience etc)	
10.	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.	

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 clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the term & conditions for engagement of Accountants.

(Signature of the Candidate)

Place:

Date: