

F.No.21/01/2021-CS.I (Coord.)  
Ministry of Personnel, Public Grievances & Pension  
Department of Personnel & Training  
(CS.I Division)

2nd Floor, A Wing,  
Lok Nayak Bhavan  
Khan Market, New Delhi.  
Dated 8 March, 2022.

**OFFICE MEMORANDUM**

**Subject: Advertisement for engagement of Consultants on Short-term contract basis in the Capacity Building Commission-reg.**

The undersigned is directed to refer to vacancy circular No. 17/02/2021-CBC on the above subject. **Last date for receipt of applications is 15.03.2022.**

2. In case of any further clarification, applicants are requested to contact the concerned Ministry/Department which has advertised the circular.

  
(R.Chakrapani)

Under Secretary to the Govt. of India  
Tel.No.24629412

To :

All Ministries/ Departments (through DOPT's website)

No. 17/02/2021-CBC  
Government of India  
Capacity Building Commission

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Jawahar Vyapar Bhawan  
21<sup>st</sup> Floor, Tolstoy Road  
New Delhi – 110001.

Date : 24<sup>th</sup> February, 2022

**Subject : Advertisement for engagement of Consultants on Short-term contract basis in the Capacity Building Commission – inviting applications thereof.**

Applications in the prescribed format (as per Annexure) are invited from the eligible candidates for engagement as Consultants in the Capacity Building Commission, Jawahar Vyapar Bhawan 20-22 Floor, Tolstoy Road, New Delhi – 110001 on short-term contract basis as per details given below:-

1.	Name / Number of Posts	Consultant equivalent to the following Post :  Section Officer - 03
2.	Period of Consultancy	Initially for one year. The consultancy period may be extended at the discretion of the Competent Authority subject to functional requirement, performance appraisal, fitness of individual etc. However, the maximum period of engagement will be for a period of three years or upto 65 years of age, whichever is earlier.
3.	Job Location	Capacity Building Commission Jawahar Vyapar Bhawan, Tolstoy Road, New Delhi – 110001.
4.	Eligibility Criteria & Experience	Officers retired in pay level-8 or 10 (7 <sup>th</sup> CPC) from the Central Government of India, Attached & Subordinate offices, Autonomous Bodies of the Government of India having the requisite experience mentioned below:  <u>Experience :</u> Experience in General Administration / Establishment / Cash and Accounts matters etc.
5.	Age limit	(a) Candidates should not be more than 63 years of age as on the last date of receipt of applications. (b) The age ceiling for continuation of contract shall be 65 years as on the date of renewal of contract on year to

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		<p>year basis and shall depend on the quality of services rendered subject to satisfaction and recommendation of the Divisional Head / Controlling Officer.</p> <p>(c) The maximum period of Consultancy shall be for three years or upto the age of 65 years.</p>
6.	Remuneration	<p>Consultants will be paid a fixed monthly remuneration amount arrived at by deducting the basic pension from the last pay drawn at the time of retirement as per Department of Expenditure's instruction OM No. 3-25/2020-E.IIIA dated 09.12.2020.</p> <p>Transport Allowance @ Rs. 7200/- per month or exactly getting before retirement will be paid.</p> <p>The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period.</p> <p>Consultants will not be eligible for any kind of allowances or accommodation facility. However, if they are deputed to travel inside the country in connection with official work, they will be given TA/DA as admissible to a regular employee of the same grade he/she retired after obtaining the approval of competent authority.</p>
7.	Leave	<p>(a) Consultants will be eligible for 1.5 days leave for each completed month of service which may not be accumulated beyond a calendar year.</p> <p>(b) Also un-availed leave in a year cannot be carried forward to next calendar year.</p>
8.	Working Hours	<p>(a) The Consultants will be required to observe the normal office hour (9.00 a.m. to 5.30 p.m.) and may also be called upon to attend office beyond working hours and also on Saturday / Sunday or any other holiday in case of exigencies of work. No extra remuneration shall be paid for extra hours / holidays.</p>
9.	Terms of Contract	<p>(a) The candidates selected will be engaged purely on contractual basis initially for a period of one year and will not confer any right for regular appointment in the Commission including any allowance such as DA, transport facility, residential accommodation, residential, telephone facilities etc.</p> <p>(b) Further extension on year-to-year basis will be considered based on the work performance and need for the specific post.</p>

		(c) The engagement of the contractual position may be terminated either side at any time by giving one month's notice.
10.	How to apply	<p>Interested eligible applicants may submit their applications as per proforma at <b>Annexure</b> on the following address along with Pension Payment Order (PPO):</p> <p>Director (Admin), Capacity Building Commission, 22<sup>nd</sup> Floor, Jawahar Vyapar Bhawan, Tolstoy Road, New Delhi – 110001.</p> <p>(a) Last date for receipt of applications is <b>15<sup>th</sup> March, 2022.</b></p> <p>(b) Applications received after due date will not be considered.</p>
11.	Selection Procedure	<p>(a) Capacity Building Commission, through a Selection Committee, will scrutinize the applications and short list the candidate based on merits. The short-listed candidate will be called for interview for selection by the Selection Committee.</p> <p>(b) The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.</p> <p>(c) A panel size, double of the number of selected Consultants, shall be maintained in the Capacity Building Commission, which shall alive for one year from the date of selection of the Consultants. In case any selected Consultant does not join or left the engagement in mid way in such circumstances, Consultants from the panel list shall be given the appointment.</p>
12.	General Conditions	<p>(i) The selected Consultants will be governed by the Official Secret Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement as 'Consultant' in the Commission. All such documents will be the property of the Government.</p> <p>(ii) They will not utilize or publish or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of their assignment for the Capacity Building Commission without the express written consent of the Commission.</p>

		<p>(iii) They must act at all times in the interest of the Commission and render any advice / service with professional integrity.</p> <p>(iv) They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as Consultant in the Commission.</p> <p>(v) The consultants so appointed shall be in no case represent or give opinion or advice to others in any matter, which is adverse to the interest of the Commission nor will they indulge in any activity outside the terms of the contractual assignment.</p>
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Encl: As above.

(Sunil Kumar Choudhary)

Under Secretary to the Govt. of India

Email: [sk.choudhary75@nic.in](mailto:sk.choudhary75@nic.in)

Tel No. 2370 1134

**All Ministries/Departments of Government of India**

**Director, CS-I Division, DoPT with the request to upload the circular on the DoPT's website**

**Annexure**

**Application for the post of Consultant at Section Officer level on contract basis in the Capacity Building Commission, Jawahar Vyapar Bhawan, Tolstoy Road, New Delhi.**

**Advertisement No.** :

- 1) Name in full (in Block letters) :
- 2) Father's / Husband's name :
- 3) Nationality :
- 4) Sex :
- 5) Date of birth :
- 6) Age as on date :
- 7) Present / Correspondence  
Address :  
Telephone No. :  
Mobile No. :  
E-mail :
- 8) Permanent address :
- 9) a) Whether SC/ST/OBC :  
b) Whether Physically handicapped :

10) Educational qualifications:

Exam passed	Name of the Board/University	Year of passing	Subjects	Division	Percentage of marks obtained

11) Experience details of all previous and present employment:

Name of the Employer	Name of the post	Pay Scale / Salary	Period		Nature of duties
			From	To	

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 incorrect / incomplete or ineligibility being deleted 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 Capacity Building Commission.

Signature

(Full name of the applicant)

Place :

Date :