

F.No.21/01/2022-CS.I(Coord.)
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
(CS.I Division)

2nd Floor, A-Wing, Lok Nayak Bhawan,
Khan Market, New Delhi-110003,
Dated the 23rd Sept, 2022.

OFFICE MEMORANDUM

Subject:- Advertisement for the engagement of Consultant on Short-term contract basis in the Capacity Building Commission – inviting application thereof

Reference is invited to Capacity Building Commission's 17/13/2022-CBC dated 16.09.2022 for for the engagement of Consultant on Short-term contract basis in the Capacity Building Commission. The last date of submission of the application is 7.10.2022.

2. In case of any further clarification, the applicant are requested to contact concerned Ministry/Department/Office.

Sunil Kumar
23/9/22
(Sunil Kumar)

Under Secretary to the Govt. of India
Tel. No. 011-24629414

To:

All Ministries/ Departments (through DoP&T' website).

No. 17/13/2022-CBC
Government of India
Capacity Building Commission

Jawahar Vyapar Bhawan
21st Floor, Tolstoy Road
New Delhi – 110001.

Date : 16th September, 2022

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

The Capacity Building Commission (CBC) in collaboration with the Office of the Principal Scientific Advisor to Government of India has set up a Science & Technology Institutions Capacity Building Cell (STI CB-Cell) in CBC. The cell collaborates with the Science & Technology Ministries under Government of India to develop individual and institutional abilities to deliver on national priorities. The STI CB-Cell has been envisaged to help the Indian S&T establishment achieve the following long-term objectives:

- (a) Coherent capacity building and training plan for Science and Technology (S&T) Ministries and Departments under the umbrella of a dedicated Capacity Building Cell (STI CB-Cell).
- (b) Mainstreaming of Science and Tech. and Innovation (STI) across all sectors and government departments.
- (c) Supporting and enhancing citizen-centric programs through appropriate STI interventions.
- (d) Defining contours of training and non-training-based capacity-building actions and devising their implementation plans
- (e) Create sectoral roadmaps for identification of new technologies, their infusion in respective fields and to identify the extant capacity deficit.

2. Applications in the prescribed format (as per **Annexure**) are invited from the eligible candidates for engagement as Consultant 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 : Retired Scientist/Administrator for Science & Technology capacity building work of CBC - 01
2.	Period of Consultancy	Initially for three months. The consultancy period may be extended at the discretion of the Competent Authority subject to functional requirement, performance appraisal, fitness of individual etc.
3.	Job Location	Capacity Building Commission Jawahar Vyapar Bhawan, Tolstoy Road, New Delhi – 110001.
4.	Eligibility Criteria & Experience	Officers retired in pay level- 15 and above (7 th CPC) from the Central Government of India, Attached & Subordinate offices,



		<p>Autonomous Bodies of the Government of India having the requisite experience mentioned below:</p> <p style="text-align: center;"><u>Experience :</u> Experience in Science & Technology related matter.</p>
5.	Scope of Work	<ul style="list-style-type: none"> (a) Overall program management of STI CB Cell and co-ordination with internal CBC stakeholders and PSA office. (b) Preparation of capacity building frameworks, methodologies, and modules, in close coordination with internal teams and other relevant stakeholders. (c) Review existing capacity building efforts of departments, ministries and agencies of the government and prepare Capacity Building Plans. (d) Co-ordinate on behalf of STI CB Cell with departments, organizations, and agencies of Government of India to implement capacity building interventions. (e) Program & manage development of capacity building interventions at various departments, Ministries, and agencies of the government (f) Delivery of technical approach papers for implementation and assessment of interventions. (g) Participate in external stakeholder consultations and liaison with knowledge partners (h) Support execution of interventions as per defined timelines by CBC & PSA office (i) Identify Program management support to other CBC programs as identified by Secretary CBC.
5.	Age limit	<ul style="list-style-type: none"> (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 and shall depend on the quality of services rendered subject to satisfaction and recommendation of the Controlling Officer. (c) The maximum period of Consultancy shall be for three months or upto the age of 65 years.
6.	Remuneration	<p>Consultant 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 as entitled before the 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>

		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.
7.	Leave	Consultant will be eligible for 1.5 days leave for each completed month of service which may not be accumulated beyond a calendar year.
8.	Working Hours	The Consultant will be required to observe the normal office hour (9.30 a.m. to 6.00 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.
9.	Terms of Contract	<p>(a) The candidates selected will be engaged purely on contractual basis initially for a period of three months and it 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 month -to basis will be considered based on the work performance and need for the specific post.</p> <p>(c) The engagement of the contractual position may be terminated either side at any time by giving one month's notice.</p>
10.	How to apply	<p>Interested eligible applicants may submit their applications as per proforma at <u>Annexure</u> on the following address along with Pension Payment Order (PPO):</p> <p>Director (Admin), Capacity Building Commission, 22nd Floor, Jawahar Vyapar Bhawan, Tolstoy Road, New Delhi – 110001. Email Id : cbcc@delhi.gov.in.</p> <p>(a) Last date for receipt of applications is <u>7th October, 2022</u>. (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>



		(c) A panel size, double of the number of selected Consultant, shall be maintained in the Capacity Building Commission, which shall be alive for six months from the date of selection of the Consultant. In case any selected Consultant does not join or leave the engagement mid way, in such circumstances Consultant from the panel list shall be given the appointment.
12.	General Conditions	<p>(a) The selected Consultant 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>(b) 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>(c) They must act at all times in the interest of the Commission and render any advice / service with professional integrity.</p> <p>(d) They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as Consultant in the Commission.</p> <p>(e) The consultant so appointed shall 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>

Encl: As above.



(Sunil Kumar Choudhary)

Under Secretary to the Govt. of India

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All Ministries/Departments of Government of India

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

Application for the post of Consultant for Science & Technology Institutions matters 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 :

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.