

F. No. 21/7/2023-CS.I(Coord.)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
(CS.I Division)

2<sup>nd</sup> Floor, 'A' Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated: 29th November, 2023


**OFFICE MEMORANDUM**

**Subject: Engagement of 02 Consultant (Section Officer level) from Retired Central Govt. officers in Capacity Building Commission under DoPT- regd.**

Reference is invited to Circular No. 17-02/2021-CBC dated 23-11-2023 (Copy enclosed) inviting applications from the retired Central Govt. officers on the subject cited above. The last date of receipt of application is 04-12-2023.

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

Encl: As above.

  
(Nidhi Garg)  
Under Secretary to the Govt. of India

To  
The retired CSS Officers (Through DoPT's website)

**No. 17-02/2021-CBC**  
Government of India  
Department of Personnel and Training  
Capacity Building Commission

21<sup>st</sup> Floor, Jawahar Vayapar Bhawn,  
New Delhi-110001. Dated: 23<sup>rd</sup> November 2023

**Circular**

**Subject:- Engagement of Retired Central Government Servants on contract basis as Consultants (Section Officer Level) in the office of Capacity Building Commission (CBC)- reg.**

Capacity Building Commission invites applications from the central Govt. servants who have retired as Section Officers or equivalent-level from any Ministry/ Department or its attached/ Subordinate offices for preparation of panel for engagement as Consultants at Section Officer Level in the Office of CBC as under:

No. of Consultants to be Engaged	Age Limit (as on closing date of application)	Eligibility
2 (Two) SO Level Consultants	Should not have attained the age of 63 Years	a. Should have retired as Section Officer or equivalent level from any Ministry/ Department or its attached or subordinate offices of Central Govt./State Govt./Autonomous/Statuaries Bodies/PSUs with more than 03 years of experience in GA/Establishment/Cash and Account matters etc. b. Should have sound knowledge of Service Rules, Regulations, Noting & Drafting. c. Should have working knowledge of computer application required day to day functioning of office. d. Candidates having experience as consultant in Ministries/Departments/Organisations would be given preference.

2. Interested candidate, who fulfill the eligibility criteria, may submit their application in the prescribed pro forma (Annexure I) in sealed cover super-scribed "**Application for engagement as Consultant (Section Officer Level) on contract basis in CBC**" which should reach this office latest by **4<sup>th</sup> December, 2023**, at the following address:-

**UNDER SECRETARY (ADMIN),  
CAPACITY BUILDING COMMISSION  
21<sup>ST</sup> FLOOR, JAWAHAR VYAPAR BHAWAN,  
TOLSTOY ROAD, NEW DELHI -110001.**

  
(Ankur Verma)

Under Secretary (Admin)  
Capacity Building Commission

To,

- (i) Under Secretary, CS.I Section, DoP&T, Lok Bhawan Khan Market, New Delhi-110003 with request to upload this circular on the website of DoP&T.
- (ii) NIC Cell for uploading this circular on the website of CBC

**PRO FORMA**

Applicable for engagement of Assistant Section Officer Level Consultant in the office of UPSC

1.	Name in full (Block Letters)						
2.	Educational Qualifications						
3.	Date of Birth						
4.	Date of superannuation from Govt. Service						
5.	AADHAR No (Enclose Photo Copy)						
6.	PAN No (Enclose Photo Copy)						
7.	PPO No. (Enclose Photo Copy)						
8.	Complete residential Address						
9.	Mobile Number						
10.	E-Mail I.D						
11.	Last Office's address (at the Time of retirement)						
12.	Brief particulars of experience in Govt. Service during last five years, just before retirement*	Post Held & Pay level	From	To	Area of Experience	Last Pay Drawn and Basic Pension	Whether covered under NPS or OPS
13.	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.						

\*As regard Particulars/Area of Experience, if required, separate sheets may be attached.

I hereby declare that the particulars furnished above in the pro forma 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 Annexure II and ready to accept all the term & conditions for engagement of Consultants.

(Signature of the Candidate)  
Name:

Place:  
Date:





## Terms & Conditions

### 1. Period of engagement

The engagement shall be initially for a period up to 1(one) year which may be extended/curtailed depending upon the performance of the Consultant or functional requirement of the office.

>> No Extension will be granted beyond the age of 65 years.

### 2. Selection Procedure

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

>> UPSC reserves the right to reject any application without mentioning any reason.

### 3. Remuneration

A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement.

OR

In case of the Central Government retirees under NPS, an amount equivalent to 30% of the last basic pay as drawn at the time of retirement shall be deducted from the last basic pay and the resultant amount shall be the fixed monthly amount as remuneration.

OR

The retired employees of non-pensionable Statuary Bodies / Organizations / Public Sector Undertakings would be paid a fixed remuneration of Rs. 60,000/- Per Month.

The amount of the 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, residential accommodation shall be admissible.

### 4. Transport Allowance

An appropriate and fixed amount as Transport Allowance for the [purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement.

No TA/DA is admissible for joining the assignment or on its completion. However, they will be entitled to draw TA/DA as per normal rules as applicable to any serving Officer of an equivalent rank in CBC whenever they are required to travel outside Delhi in connection with the work of the Commission.

### 5. Leave

The Consultant will be entitled for the paid leave at the rate of 1.5 days for each complete month of service. Accumulation of leave beyond calendar year may not be allowed. In special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturday's/ Sundays/ Other Gazette holidays they may be given compensatory off.

P.T.O



6. **Scope of Duties**

During the period of such engagement, the Consultant would be required to perform the duties of a dealing hand. He will report to US depending upon the task assigned by the officer concerned.

7. **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 the office will issue TDS certificate.

8. **Office time and working hours**

Engagement of Consultants would be on full time basis. Working hours shall be from 9.30 AM to 6.00 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. The Consultants may be called for duty on Saturday/Sunday/other Gazetted holidays, if required.

**>> The consultant will be required to mark his/her attendance in Bio-metric System or In the attendance register**

9. **Confidentiality of data and documents**

i. 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.

ii. The Consultant would be required to sign a non-disclosure undertaking as per **Annexure III**.

10. **Conflict of interest**

The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No Consultant would be permitted to take up any other assignment during the period of Consultancy.

11. **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, a Consultant desires to leave the assignment, he/she is to give 07 days' notice which can be curtailed/extended depending upon the workload.

**>> In the event any Consultant is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.**

12. CBC shall not be responsible for any loss, accident, damage; injury suffered by the Consultant whatsoever arising in or out of the execution of his work including travel.

13. **Guidelines for the submission of the application**

The duly completed application in prescribed pro forma should be submitted so as to reach the office latest by .....11.2023. Any application received after the above date will not be entertained. The application should be submitted with the following documents:-

- a) Copy of retirement order
- b) Copy of PPO
- c) Copy of Last Pay Certificate
- d) Copy of ID card - in case will be retiring by last date of receiving application.
- e) Copy of PAN card and AADHAR card.
- f) Copy of last two years' APARs





## NON-DISCLOSURE UNDERTAKING

To,

The Secretary,  
Capacity Building Commission  
22<sup>nd</sup> Floor, Jawahar Vyapar Bhawan,  
New Delhi 110001

Sir,

1. I hereby undertake:

- a) to treat all the information that come to my knowledge as part of my duties in this Office i.e. CBC as confidential information and keep it strictly confidential.
- b) not to sell, trade, publish or otherwise disclose information to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
- c) to hold such confidential information in trust and confidence both during and after the terms of my engagement.
- d) not to engage in any other employment/ occupation/ consultancy or any other activity during my engagement with Union Public Service Commission.
- e) to abide by data security policy and related guidelines applicable in the office of Union Public Service Commission.
- f) not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
- g) to maintain highest standards of ethics & integrity during the period of engagement as Consultant.

2. In the event of my termination of employment for any reason whatsoever I shall promptly surrender and deliver to this Office any records/ material, equipment, documents or data which is of confidential nature.

3. I shall keep CBC informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

5. For the purpose of this undertaking, Confidential Information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature)  
Name:

Address:

Date:

