

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

Lok Nayak Bhawan, New Delhi
Dated: 26th December, 2023

OFFICE MEMORANDUM

Subject: Hiring of 03 Domain Consultants in National Council for Vocational Education & Training (NCEVT) on contractual basis- reg.

Reference is invited to O.M. No. 11001/26/2022/NCVET/1925 dated 21-12-2023 (Copy enclosed) inviting applications from the retired Govt. officers on the subject cited above. The last date for the receipt of applications for Domain Consultant is 09-01-2024.

2. In case of any further clarification, applicants are requested to contact the ministry/department/ office concerned directly.

Encl: As above


26/12/2023
(Sunil Kumar)

Under Secretary to Government of India

To

The Retired CSS Officers (Through DoPT's website)

Most Immediate

F. No. 11001/26/2022/NCVET/1925
Government of India
Ministry of Skill Development & Entrepreneurship

1st Floor, Kaushal Bhawan,
Chanakyapuri, New Delhi - 110023


Dated 21-12-2023

OFFICE MEMORANDUM

Subject: Uploading of Vacancy Circular in DoP&T's portal for hiring of 03 Domain Consultants in National Council for Vocational Education & Training (NCVET)

The undersigned is directed to forward the Vacancy Circular of even No. dated 20-12-2023 along with enclosures for hiring of 03 Domain Consultants, on contract basis, in National Council for Vocational Education & Training (NCVET), Ministry of Skill Development & Entrepreneurship, New Delhi and to request to upload the same on your website.

2. The last date for the receipt of applications for Domain Consultant is **09-01-2024**


(Neeraj Kumar)
Estt. Division

Under Secretary to Govt. of India

To

Ms. Nidhi Garg,
Under Secretary CS.1 (Co-ord),
Department of Personnel & Training,
Lok Nayak Bhavan, Khan Market,
New Delhi.

Copy for information to: Shri Dilip Kumar Yadav, Deputy Director (Admn.), NCVET,
Kaushal Bhawan, Chanakya Puri, New Delhi.



F. No.11001/26/2022/NCVET/1925

Government of India
Ministry of Skill Development and Entrepreneurship
National Council for Vocational Education and Training

Dated: 20th December, 20223

Hiring of Domain Consultants in NCVET

National Council for Vocational Education and Training (NCVET) under MSDE intends to hire **03 Domain Consultants** on Contractual Basis. NCVET as an overarching national regulator in the skill ecosystem is engaged in scrutinising a large number of qualifications received from various NCVET recognised Awarding Bodies related to different sectors for aligning them to NSQF while also ensuring that they meet the current industry requirements; holding stakeholder consultations; formulating policies, etc. For obtaining quality inputs for undertaking these activities NCVET is hiring **03 domain Consultants**, from amongst the persons who have retired from the Govt or the private sector at sufficiently higher levels, and have the requisite expertise in skilling, VET and skill education as Subject Matter Experts (SMEs). The number of vacancies shown are tentative and NCVET reserves the right to increase /decrease the number of vacancies or withdraw the advertisement as per requirement.

- Interested candidates, who fulfill the eligibility criteria, possess good health and are in a position to join immediately may submit their application in the prescribed proforma (**Annexure-I**) along with relevant documents in support of educational qualifications and experience in sealed cover subscribed "Engagement of Domain Consultant on contract basis in NCVET" which should reach this office **on or before 09-01-2024** days at the following address:

The Director (A&F)
National Council for Vocational Education & Training
KaushalBhawanB-2,
Pusa Road, Karol Bagh
New Delhi – 110005.

- Scanned application form along with enclosures has to be sent also mandatorily to email ID career.ncvet@gmail.com with subject as "Applications for the post of Domain Consultant" on or before the closing date.
- Applicants, who had applied earlier in response to previous circular issued by NCVET dated 24-03-2023 and 29-08-2023 for the post of Domain Consultant may also apply afresh.

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Details of the post:

Domain Consultant (03 Posts)

Eligibility/Essential Qualifications

i) The applicant should have retired from Central Government Ministries Departments/ State Governments/Autonomous Organisations/ Regulatory Institutions/ Universities /Academic Research Institutions at the level of Joint Director/ Director in the Pay Level of 12 / Pay level of 13

OR

The applicant , retired from the private sector, having minimum gross salary as per Form 16/ITR should be Rs 20 lakhs per annum in atleast anyone of the previous 5 years.

ii) Essential Qualifications

(a) Minimum Educational Qualification:

Possessing Master's Degree or any Professional Degree earned after a study of 04 years or more after 10+2/ 12th grade.

or

B.E./ B. Teach or 2 years PG Diploma in Management/ MBA or CA or ICWA or LL.B or MBBS

(b) Strategic thinking, good communication skills, ability to articulate ideas and recommendations, presentation skills, and interpersonal skills, for enabling next level skilling ecosystem.

iii) Expertise in skilling, VET and skilling eco-system in any one (or more) of the following areas:-

(a) Agriculture and Food Technology Sector

(b) Hospitality, Tourism, and Service Sector

(c) Industry 4.0, Manufacturing Technology & Logistics

iv) Good Interpersonal & Communication Skills & Presentation Skills. Strategic thinking and ability to articulate ideas and recommendations for enabling the next-level skilling ecosystem.

Desirable Qualifications:

(i) Persons with MBA (Data Science), M.Tech, M.S. LLM, or additional educational qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.

(ii) Applicants with exemplary contribution in his/her domain or have made significant contribution in policymaking and/or published research papers and articles in reputed journals, will be preferred


Work Experience in the following fields:

Government Regulatory Body; work in Social/ Development Sector; Policy & Planning, Implementation, Supervision & Monitoring in Social/ Development Sector, preferably in Vocational Education, Training and Skilling/ Education and Higher Education domain; Technology/ ICT related fields; Government Consulting; Finance; work experience with international development agencies, preferably in implementation of Programs.

Upper age Limit: Maximum age limit is 62 years for persons retired from Govt. service and 58 years for persons retired from the private sector as on the last date of receipt of applications. However, if a retired person, who has crossed the maximum age prescribed here, but is already working in any Ministry / Department as Consultant and have the requisite expertise in skilling, VET & Skill education as Subject Matter Expert (SMES), wishes to apply, may also apply. In such cases, preference will be given to those who understand the ecosystem of skill development. Even in such cases those beyond 64 years will not be eligible to apply.

Remuneration:

- I. Remuneration for retired government servants as per GOI Rules viz. on pay minus pension basis. A 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. The amount so fixed shall remain unchanged during the term of appointment.
- II. Remuneration for persons retired from the private sector will be Rs 1.50 lakhs per month: plus depending upon the experience and expertise to be fixed by negotiation. The amount so fixed shall remain unchanged during the term of appointment.


(Dilip Kumar Yadav)
Deputy Director (Admin)

National Council for Vocational Education and Training

Annexure-I

Photograph

Application for engagement of Domain Consultant in NCVET

1.	Post applied for Domain Consultant [Kindly specify domain amongst below: Expertise in skilling, VET and skilling eco-system in any one (or more) of the following areas: - (a) Agriculture and Food Technology Section (b) Hospitality, Tourism, and Service Sector (c) Industry 4.0, Manufacturing Technology & Logistics	
2.	Name in full (Block letters)	
3.	Father's name	
4.	Date of Birth	
5.	Details of educational qualifications possessed by applicant	
6.	Date of superannuation from Govt. Service/ Private Sector	
7.	PPO No. (Enclose photocopy) (only for pensioners) & copy of last ITR for period prior to retirement in case of retirement from private sector, for proof of last salary drawn	
8.	Complete residential address with phone number / mobile no.	
9.	Office address at the time of retirement	
10.	Designation last held	
11.	Last pay drawn	
12.	E-mail ID	

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13.	Brief particulars of experience (Pl. enclose extra sheets if required)	Designation and place of posting	From	To	BP/GP/Pay Level/Monthly pay	Nature of work performed
14.	Skills/training					
15.	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary					
16.	Name of two references preferably from the organization in which worked along with designation, address, contact no. & email					

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 not held guilty in any Departmental inquiry nor convicted of any offense involving moral turpitude and I am medically fit to perform office work. I have read the term & conditions and am ready to accept all the terms and conditions for engagement of Domain Consultant at NCVET.

Place:

Date:

(Signature of the Candidate)

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Terms & Conditions

1. Period of engagement

The engagement shall be initially for a period not exceeding one year or till further orders whichever is earlier. The tenure of short-term contract can be extended depending upon the performance of the Consultant or functional requirement of the NCVET with the approval of the Competent Authority.

2. Selection procedure

The engagement will be purely on short terms contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualifications of applicants. Only shortlisted candidates will be sent intimation on email for appearing in Test/Interview.

3. Scope of Work/Job responsibility

Domain consultants will be engaged in scrutinising a large number of qualifications received from various NCVET recognised Awarding Bodies related to different sectors for aligning them to NSQF while also ensuring that they meet the current industry requirements; holding stakeholder consultations; formulating policies, recognition of entities, monitoring of recognised bodies, or any other work assigned by the Competent Authority, NCVET.

4. Leave

The Consultant would be entitled to leave as per extent provisions of NCVET i.e 1.5 days leave for each completed month.

5. TA/DA

No TA/DA is admissible for interview/joining the assignment or on its completion. Should he/she be required to travel outside Delhi in connection with the work of the NCVET during the period of engagement he/she will be entitled to draw TA/DA, if required for office work, as per rules applicable.

6. Office time and working hours

Engagement of Consultant(s) would be on full time basis. Working hours shall be from 9.00 AM 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 (full time / part time) during the period of contractual engagement. The Consultant may be called on Saturday/Sunday/other Gazetted holidays, if required.

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. Confidentiality of data and documents

The engaged consultant shall not 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. Conflict of interest

The Consultant engaged by this office, shall in no case represent or give opinion or



advice to other in any matter which is adverse to the interest of the office.

10. Termination of service

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

11. Guidelines for the submission of the application

The duly completed applications in prescribed proforma should be submitted so as to reach the office before the closing date. Any application received after the last date will not be entertained. The application should be submitted with the following self certified documents:

- a) Copy of retirement notification and PPO (in case of retired pensioners) and self certified copies of Bank Account statement & Form 16/ ITR in case of retired private sectoremployees.
- b) Certificates in support of educational qualifications, skills and experience.

(Dilip Kumar Yadav)

Deputy Director (Admin)

National Council for Vocational Education and Training

20/12/23.

भारत मौसम विज्ञान विभाग
मौसम विज्ञान के महानिदेशक का कार्यालय
मौसम भवन, लोदी रोड़
नई दिल्ली – 110003 (भारत)



No.C-18018/25/2023/Legal Consultant (E-30177)
GOVERNMENT OF INDIA
INDIA METEOROLOGICAL DEPARTMENT
OFFICE OF THE
DIRECTOR GENERAL OF METEOROLOGY
MAUSAM BHAVAN, LODI ROAD
NEW DELHI-110003 (INDIA)
Email: imd.dgmrc@gmail.com

दिनांक/Dated : 20th December, 2023.

To
The Secretary,
Department of Personnel & Training,
(Kind Attention: Sh. Sunil Kumar, US)
2nd Floor, Hall-1, Lok Nayak Bhawan,
Khan Market, New Delhi – 110003.

Sub:- Request for up-loading of notice for engagement of Legal Consultant in India Meteorological Department, Lodi Road, New Delhi.

Sir,

I am direct to forward herewith a notice for engagement of Legal Consultant in India Meteorological Department, Lodi Road, New Delhi.

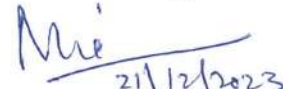
It is requested kindly to up-load the same in the website of DoPT for wider publicity. The link of the notice which is up-loaded in IMD website is given below:

[20231219_rec_143.pdf \(imd.gov.in\)](https://imd.gov.in/20231219_rec_143.pdf)

Thanking you,

Enclosure: As referred to,

Yours faithfully,


21/12/2023
(M I Ansari)

Scientist-E (Establishment)
for Director General of Meteorology

File No.C-18018/25/2023/Legal Consultant (E-30177)

Government of India
India Meteorological Department
O/o the Director General of Meteorology
Mausam Bhawan, Lodi Road,
New Delhi – 110003.

Dated: 18th December, 2023

Subject: Engagement of Legal Consultant and Legal Assistant in India Meteorological Department, Lodi Rad, New Delhi.

Applications in the prescribed proforma (as per Annexure-II) are invited from eligible candidates for filling up 01 post of Legal Consultant and 01 post of Legal Assistant in India Meteorological Department (IMD), Lodi Road, New Delhi.

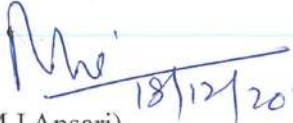
2. A statement of Terms of Reference (ToR) for the said posts is enclosed as **Annexure-I**. Applicants are advised to carefully go through the same with regards to eligibility criteria, experience required and other terms & conditions of engagement before submitting their applications.

3. Interested and eligible applicants may forward the duly filled in application in the prescribed proforma, along with all relevant enclosures, to this Department latest by **17th January, 2024, 5 P.M.** The envelope containing the application form should be clearly labelled "**Application for the post of Legal Consultant/ Legal Assistant in IMD**" and addressed to:

Shri M I Ansari
Scientist-E (Establishment),
O/o the D G Meteorology,
Mausam Bhwan, Lodi Road,
New Delhi- 110003.

4. Applications can also be sent by e-mail to the following email address: imd.dgmrc@gmail.com (Please indicate in the Subject line the post being applied for).

5. Incomplete applications will be summarily rejected. Only the applicants shortlisted on the basis of their applications will be intimated and called for the interview. The Department reserves the right to reject any application without assigning any reason.


(M I Ansari)
Scientist-E (Establishment)
for Director General of Meteorology
Tel: 24344332

Terms of Reference for engaging Legal Consultant and Legal Assistant

1.	Name of Post	:	a) Legal Consultant (01 post) b) Legal Assistant (01 post)
2.	Period of engagement	:	Initially for 01 (one) year The contract could be extended further depending on assessment of performance, mutual willingness and depending on the requirement.
3.	Name of engagement	:	The engagement will be purely on contractual basis and the Department reserves the right to terminate the same at any time without prior notice and without assigning any reason whatsoever with immediate effect without remuneration or notice period on grounds of proven misconduct. However, in the normal course the contractual employee shall be served on month's notice before termination of the contract or one month's pay in lieu of the notice period.
4.	Scope of duties	:	Legal Consultant 1. Carry out continuous review, monitoring, applicability, interpretation of all relevant Rules/Legislations pertaining to Service and Civil matters of Department. 2. Assist the Department in court cases as well as matters which require examination from a legal point of view (OAs/WPs/SLPs/CIC matters) can be done in a professional manner; 3. Tender opinion in issues coming before the Department; 4. Prepare draft affidavits and provide other inputs in consultation with sections, Divisions concerned in cases where the Department has been made a respondent; 5. Vetting of draft affidavit prepared by Govt. Counsels and to be filed it in various judicial/quasi-judicial forums in cases where the Department has been made a respondent; 6. Vetting the replies prepared on various parliamentary questions;

		<p>7. To work closely with different Ministries/Departments and Divisions of the DoPT in order to provide a holistic opinion on legal matter;</p> <p>8. Scrutinize legal papers, documents and affidavits received in the department and offer comments;</p> <p>9. Maintain contact with all empanelled Central Govt. Legal Counsels to keep abreast of ongoing and current court cases;</p> <p>10. Liaison with the Government counsels;</p> <p>11. Perform such other work of legal nature as may be entrusted from time to time.</p> <p style="text-align: center;">Legal Assistant</p> <p>1. Assist in carrying out continuous work, monitoring, applicability interpretation of all relevant Rules/Legislations pertaining to Service matter and civil matters of Department.</p> <p>2. Assist the Department so that court cases as well as matters which require examination from a legal point of view (OAs/WPs/SLPs/CIC matters) can be done in a professional manner;</p> <p>3. Scrutinize legal papers, documents and affidavits received in the Department and offer comments;</p> <p>4. Assist in preparing draft affidavits and offer inputs in consultation with sections, Divisions concerned;</p> <p>5. Assist in processing of applications received under the RTI Act, 2005 and CIC matters;</p> <p>6. Undertake research and assist in drafting replies to various Parliamentary Questions;</p> <p>7. Maintain status report of all ongoing Court cases and track the dates of next hearing etc. to suitably alert the officers concerned;</p> <p>8. Process the matter related to payment of professional fees to Central Govt. Counsels as admissible;</p> <p>9. Assist in preparing inputs of the Division on Annual Report/Progress report of the Division;</p> <p>10. Maintain a list of pending court cases in</p>
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			Department and monitor them; 11. Perform such other work of legal nature as may be entrusted from time to time.
4.	Job Location	:	India Meteorological Department, Mausam Bhawan, Lodhi Road, New Delhi – 110003.
5.	Eligibility, Educational Qualifications, and age limit	:	<p style="text-align: center;">Legal Consultant</p> <p>Retired Government Employees</p> <p style="text-align: center;">Or</p> <p>Legal Professionals from open market</p> <p>Essential :- a) Having Master's Degree/Bachelor's Degree of Law from a recognized University or Institute in India, recognized by the Bar Council of India; b) Should be registered as an advocate in the Bar Council in terms of Advocate's Act, 1961; c) Must have excellent written and oral communication and Interpersonal skills.</p> <p>Desirable :- Retired as Deputy Legal Advisor or Assistant Legal Advisor from Ministry of Law.</p> <p>Age limit : Not more than 65 years.</p> <p style="text-align: center;">Legal Assistant</p> <p style="text-align: center;">Retired Government employee</p> <p style="text-align: center;">Or</p> <p style="text-align: center;">Legal Professionals from open market.</p> <p>a) Having Bachelor's Degree of Law from a recognized University or Institute in India, recognized by the Bar Council of India; b) Should be registered as an advocate in the Bar Council in terms of Advocate's Act, 1961; c) Must have excellent written and oral communication and Interpersonal skills. Knowledge of Computer applications such as MS Word, MS Excel, MS Power Point etc will be essential.</p>

			Age limit: Not more than 65 years in case of Retired Government employees and not more than 40 years in case of Legal Professionals from open market.
6.	Experience	:	<p>Legal Consultant</p> <p><u>For Retired Government employees:</u> Minimum 10 years experience of handling court cases related to service matter in any Central or State Government Ministry/Department/PSU.</p> <p><u>For Legal Professionals from open market:</u> Minimum 10 years of post qualification experience of working with Government Department/PSUs and / or Supreme court of India/High Courts/District Courts. (Desirable: Experience in handling court cases related to matters service/civil matters in any Central or state Government Ministry/Department/PSU)</p> <p>Legal Assistant</p> <p><u>For Retired Government employees:</u> Minimum 5 years experience of handling court cases in any Central or State Government Ministry/Department/PSU</p> <p><u>For Legal Professionals from open market:</u> Minimum 5 years of relevant post qualification experience.</p>
7.	Remuneration & Entitlements	:	<p>In case of Retired government employees: Remuneration as per guidelines laid down in Department of Expenditure's O.M No. 3-25/2020-E.IIIA dated 09th December, 2020 i.e. Fixed monthly amount arrived at by deducting basic pension from the pay drawn at the time of retirement.</p> <p>In case of Legal Professionals from open market: Legal Consultant : Rs. 60,000/- (consolidated) Legal Assistant : Rs. 40,000/- (consolidated)</p>
8.	Allowances	:	The contractual employee will not be entitled to any other allowance including, but not limited

			to, Dearness Allowance, House Rent Allowance, CGHS, Medical Reimbursement, Pension, Gratuity etc.
9.	Leave	:	The contractual employees shall be entitled to avail 12 days of leave in a calendar year on pro rata basis. The un-availed leave in a calendar year neither by carried forward to next calendar year or nor can be encashed.
10.	Termination of Contract	:	The Department reserves the right to terminate the contract at any time in case: a) The contractual employee is unable to satisfactorily complete the assigned tasks; b) The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause; c) The contractual employee is absent from duty without authorization; d) The Department chooses not to renew the contract at the end of the initial period of engagement; e) Any other reason.
11.	Requirement of prior notice	:	In case the contractual employee seeks termination of the contract before the expiry of period of engagement, he/she can do so upon giving 30 days notice to the Department or one month's salary in lieu of the notice period.
12.	Confidentiality clause	:	a) During the period of engagement with the Department, the contractual employee would be subject to the provision of the official Secret Act, 1923 and shall not divulge any information that he/she may have come across during the period of his/her engagements in the Department to anyone who is not authorized to have the same. b) The contractual employee shall maintain absolute integrity, devotion of duty, confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the contract. c) The contractual employee shall, in no case, work for or represent in court or before any other legal authority, tribunal etc. or give

			opinion / advice to any person other the Department on any matter during the period of his/her engagement with the Department.
13.	Conflict of interest	:	The contractual employee shall be expected to follow the general conduct rules and regulations laid down by the Government for the employees. In case the services of the contractual employee are not found satisfactory or found in conflict with the interest of the Government functioning, his/her duties are liable to be terminated/discontinued without assigning any reason thereof.
14.	Working hours	:	The contractual employee shall endeavor to observe normal office timings and may also be called upon to attend the office on Saturday, Sunday or any other holiday in case of requirement/exigencies. In case of leave or any exigency, the contractual employee shall notify the Department promptly.
15.	Mode of Selection	:	The selection shall be based on screening of Application followed by an interview to be conducted by a committee appointed for the same

**Application Proforma for the Post of Legal Consultant/Legal Assistant in the
India Meteorological Department, Mausam Bhawan, Lodhi Road, New Delhi.**

Application for the post of (please tick)

Legal Consultant ☐

Legal Assistant ☐

**Paste your latest
passport size
photograph here**

1. Name :
2. Date of birth :
3. Gender :
4. Details of educational Qualifications
(Please enclose self-attested photocopies of educational qualifications)

Examination passed	Board/University Institution	Subject/Discipline	Year of passing	Percentage of Marks

5. Mobile No. :
6. Email ID :
7. Details of employment in chronological order, if applicable.
(Please enclose self-attested photocopies of experience certificate)

Department/Institution Ogranization	Post held	From	To	Emolument	Nature of duties performed

8. Additional information (if any) in support of work experience/employment
:

9. Details of courses/training programmes attended, if any :
10. Language known :
11. Details of previous Consultancy, if any :
12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.
13. Remarks, if any :

(Signature)

Address:

Date: