

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

2nd Floor, 'A' Wing, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated : 8th December, 2023

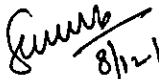
OFFICE MEMORANDUM

Subject: Extension of last date of receipt of application for hiring of 01 Consultant Accounts/ Finance from Retired Central Govt. officers in National Council of Vocational Education & Training under Ministry of Skill Development & Entrepreneurship - regd.

Reference is invited to Circular No. 11001/22/2019/NCVET/1901 dated 07-12-2023 and previous Vacancy Circular No. 11001/24/2022-NCVET/1844 dated 25-10-2023 (Copies enclosed) inviting applications from the retired Central Govt. officers on the subject cited above. The last date of receipt of application has been extended upto 22-12-2023.

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

Encl: As above.


8/12/2023
(Sunil Kumar)

Under Secretary to the Govt. of India

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

Most Immediate

F. No. 11001/22/2019/NCVET/1901

Ministry of Skill Development & Enterprises

National Council for Vocational Education and Training

4th Floor, Kaushal Bhawan,
Chanakyapuri, New Delhi - 110023

Dated 07-12-2023

To

Shri Neeraj Kumar,
Under Secretary(Estt.),
Ministry of Skill Development & Entrepreneurship,
Kaushal Bhawan,
New Delhi.

Subject: Extension of last date for engagement of One Consultant - Accounts / Finance (Retired Govt. Servants) in National Council for Vocational Education & Training (NCVET).

Sir,

I am directed to forward a copy of the Vacancy Circular vide even no. dated 25-10-2023 **for engagement of One Consultant - Accounts / Finance (Retired Govt. Servants) in National Council for Vocational Education & Training (NCVET), Ministry of Skill Development & Entrepreneurship.**

2. The last date for the receipt of applications for Consultant - Accounts / Finance **has now been extended upto 22-12-2023.**

3. It is requested that **the Vacancy Circular for engagement of Consultant – Accounts /Finance in NCVET may please be forwarded to DoPT for uploading the same in DoPT's portal under intimation to this office at the earliest.**

Yours faithfully,



(Dilip Kumar Yadav)
Deputy Director (Admn.)

Copy to :-

Ms. Nidhi Garg, Under Secretary CS.1 (Co-ord), Department of Personnel & Training, Lok Nayak Bhavan, Khan Market, New Delhi - It is requested that as soon as the Vacancy Circular is received from Ministry of Skill Development & Entrepreneurship, the same may please be uploaded in the DOPT's portal at the earliest.

Most Immediate

F.No. 11001/22/2019/NCVET

Ministry of Skill Development & Enterprises
National Council for Vocational Education and Training

4th Floor, Kaushal Bhawan,
Chanakyapuri, New Delhi - 110023

Dated 07-12-2023

Hiring of Consultant - Accounts / Finance (Retd. Govt. Servants)

Subject: Extension of last date for receipt of application for Consultant - Accounts / Finance in NCVET on contract basis.

NCVET vide its Vacancy Circular No. 11001/24/2022/ NCVET/1844 dated 25-10-2023 (Copy enclosed) invited applications for engagement of Consultant (Accounts / Finance) in NCVET. The details are available on the NCVET website i.e www.Ncvet.gov.in.

2. The last date for the receipt of applications for Consultant (Accounts / Finance) **has been extended upto 22nd December, 2023.**

3. Interested candidate may send their applications in the prescribed format at email id career.ncvet@gmail.com. Applicants, who already applied in response to previous circular referred above, need not apply fresh, All other terms and conditions of the said Vacancy Circular remain the same.

Place: New Delhi
Dated 07-12-2022

Yours faithfully,



(Dilip Kumar Yadav)
Deputy Director (Admn.)

F. No. 11001/24/2022/NCVET /1844
National Council for Vocational Education and Training
Ministry of Skill Development and Entrepreneurship

04th Floor, Kaushal Bhawan, Chankyapuri
New Delhi – 110023.

Dated: 25/10/2023

VACANCY CIRCULAR

Subject: Engagement of Consultant – Accounts/Finance, (Retd. Govt. Servant) on contract basis in NCVET-reg.

National Council for Vocational Education and Training invites applications from suitable candidates for engagement as Consultant – Accounts/Finance, from retired Govt servants (CDA pattern) who have retired at the level of Assistant Accounts Officer/Accounts Officer/ Senior Accounts Officer from Central Govt / State Govt. / Statutory/ Autonomous Organizations / Regulatory Authorities / Universities / Academic / Research Institutions. The engagement will be purely on contractual basis but is likely to continue.

Sl. No	Name of the Post	No. of Incumbents proposed to be empaneled	Age limit (as on the last date of receipt of applications)	Remuneration per month
1.	Consultant (Accounts)	01	Maximum age limit is 62 years as on last date of receipt of applications. However, If a retired Government servant who crossed maximum age prescribed here, but is already working in any Ministry / Department as Consultant and wishes to apply may also apply. In such cases, preference will be given to those who understand the eco-system of skill development. Even in such cases those beyond 64 years will not be eligible to apply.	Remuneration as per GOI Rules viz. on pay minus pension basis at AAO/AO/Sr.AO level.

2. Prescribed Proforma, the details including eligibility criteria, term & Conditions etc. of the above engagement are placed at Annexure-I and II. The candidates shortlisted on the basis of applications received will be intimated through email for interaction (if required), dates of which will be intimated in due course.

3. Interested candidates, who fulfill the eligibility criteria, possess good health and are in a position to join immediately may submit their applications in the prescribed proforma (Annexure-I) along with relevant



documents in support of educational qualifications and experience in a sealed cover subscribed "Engagement of Consultant – Accounts/Finance on contract basis in NCVET" and should reach this office on or before 14.11.2023 at the following address:

The Director (A&F)

National Council for Vocational Education & Training

4th Floor, Kaushal Bhawan, Chankyapuri

New Delhi – 110023.

4. Scanned application form along with enclosures has to be also sent mandatorily to email ID career.ncvet@gmail.com on or before the closing date with subject "Engagement of Consultant – Accounts/Finance on contract basis in NCVET".

5. NCVET reserves the right to increase / decrease / withdraw the advertisement at any stage of recruitment process.

6. No enquiry will be entertained during the recruitment process.


(Dilip Kumar Yadav)
Deputy Director (Admin.)

Annexure-I

Application for engagement of Consultant – Accounts/Finance in NCVET

1.	Name in full (Block letters)					
2.	Father's name					
3.	Date of Birth					
4.	Details of educational qualifications possessed by applicant					
5.	Date of superannuation from Govt. Service					
6.	PPO no. (Enclose photocopy) (only for pensioners)					
7.	Complete residential address					
8.	Office address at the time of retirement					
9.	Designation last held					
10.	Last pay drawn					
11.	E-mail Id					
12.	Brief particulars of experience (Pl. enclose extra sheets if required)	Designation and place of posting	From	To	BP/GP/Pay Level/Mon	Nature of work
13.	Skills/training					

Dip

14.	Additional relevant information, if any, in support of your suitability for the said engagement. (Attach a separate sheet, if necessary)	
15.	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 this document and am ready to accept all the terms and conditions for engagement of Consultant (Accounts/Finance)

Place:

(Signature of the candidate)

Dip

Terms & Conditions

1. Eligibility

The applicant should have retired from Central Government/ State Govt. / Statutory/ Autonomous Organizations / Regulatory Authorities / Universities / Academic / Research Institutions at Assistant Accounts Officer /Accounts officer /Senior Accounts officer level.

2. 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 and functional requirement of the NCVET with the approval of the Competent Authority.

3. Selection procedure

The engagement will be purely on short terms contract basis. Applications 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.

4. Remuneration

The engaged consultant shall be paid a consolidated remuneration as indicated in the circular. No other allowance will be payable. No residence or medical facility will be made available. The remuneration for the services rendered in a month shall be payable in subsequent month.

5. Scope of Work/Job responsibility

- Process bill for payment
- Prepare cashbook, Bank reconciliation Statement, trial balance.
- Prepare balance sheet. Income/Expenditure A/C And Receipts & Payments A/C
- Doing ledger reconciliation.
- Making sanction order of each payment.
- Making payment vouchers in tally and doing process of accounting.
- Maintain files(Original & Duplicate)
- Completing the income Tax Deduction and making all deduction amounts from the salary.
- Coordination with internal auditors, CAG auditors and other department /offices related to Accounts matter.
- Handling budget related work.
- Putting bill in file's note sheet.
- Maintain the Register:
 - I) Expenditure Register
 - II) Cheque Register.
 - Iii) Re-imbursement of Medical Charges.



- Iv) Advance & Recover Register.
- Update and maintain accounts database.
- Track and resolve accounting database.
- Doing all files closing system.
- Perform administrative tasks as needed

- Any other work assigned by the Competent Authority

6. Leave

The Consultant would be entitled to leave as per NCVET provisions.

7. TA/DA

No TA/DA is admissible for 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.

8. 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.

9. 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.

10. Confidentiality of data and documents

The engaged consultant shall not utilize, publish, disclose, or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purposed 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.

11. 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.

12. Termination of service

The engagement may be terminated at any time by the office without assigning any reasons by giving one-months' notice, month 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.

13. 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:

Dil

a) Copy of retirement notification and PPO.

b) Certificates in support of educational qualifications, skills and experience.

A handwritten signature in black ink, appearing to read "Dilip", is positioned above the printed name.

Deputy Director (Admin.)

