

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-110003

Dated the 28<sup>th</sup> October, 2024

**OFFICE MEMORANDUM**

**Subject: Engagement of consultants on contract basis in the National Centre Good Governance, Department of Administrative Reforms and Public Grievances –regarding.**

Reference is invited to circular No. L.33/2024-NCGG (C.No. 8765) dated 21.10.2024 received from Department of Administrative Reforms and Public Grievances. Department of Administrative Reforms and Public Grievances is inviting applications from retired Officers, who have retired in the pay level-10/11 from the Central Govt. offices as consultant –(Administrative Officer). The last date for receipt of applications is 05.11.2024.

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

Encl: As above

  
28/10/2024  
(Sunil Kumar)

Under Secretary to the Government of India

To

The retired CSS Officers (Through DoPT's website)



F.No. No. L.33/2024-NCGG (C.No. 8765)  
National Centre Good Governance  
Department of Administrative Reforms and Public Grievances  
Ministry of Personal, Public Grievances and Pensions  
Government of India

New Delhi, the 21<sup>st</sup> October, 2024

**ENGAGEMENT OF CONSULTANT**

The National Centre for Good Governance (NCGG) under the Department of Administrative Reforms & Public Grievances invites applications from eligible candidates for the following position:

Job Title	Consultant - (Administrative Officer)
No of Consultants	1 (One)
Job Location	NCGG Head office, Jai Singh Road, New Delhi -110001
Eligibility	Officers retired in the pay level- 10/11 from the Central Govt. offices.
Age Limit	Should be less than 62 years on the date of submission of the application.
Experience	<ol style="list-style-type: none"><li>Experience in handling establishment and Administration &amp; Finance related matters like recruitment, promotion, pay fixation, preparation &amp; amendment to recruitment rules, leave and service management, procurement through GeM, General Administration, knowledge of GFR and DFPR rules etc.</li><li>Must have good working knowledge of Computer (e-office, MS Word, e-mail)</li></ol>
Period of engagement	The initial engagement shall be for a period of one year, which may be extended, based on the requirement of NCGG, performance and health of the Consultant.
Remuneration	Fixed remuneration and allowances as per the instructions of Ministry of Finance, Department of Expenditure – OM No 3-25/2020-E.III A dated 09.12.2020.
Leave	1.5 paid leave for every month.
Working hours	Normal Office timing from 9:30 AM to 6:00 PM. Marking Biometric attendance is mandatory. Exigencies of work may require staying beyond office hours and working on Saturday/Sundays and Gazetted Holidays
Terms of engagement	The engagement will be on contract basis, which is purely dependent on work performance.

2. The persons interested and who fulfill the eligibility criteria may submit their application in the prescribed Proforma (Annexure-I) to **email ID: [recruitment-ncgg@gov.in](mailto:recruitment-ncgg@gov.in) on or before 05-11-2024.**

3. Further, for selection purpose, decision of the selection committee will be final and binding on all candidates. Application received with incomplete information or received beyond the closing date / time will not be considered and summarily rejected without any further communication.

*P. Mathew*  
*21/07/24*

(Prisca Mathew)  
Chief Administrative Officer and Consultant,  
National Centre for Good Governance  
Department of Administrative Reforms and Public Grievances  
9th Floor NDCC - II Building, New Delhi - 110001  
Tel: 011-21401189

**Proforma - application for Engagement as Consultants to work as  
Administrative Officer in NCGG, New Delhi**

Name of the retired personnel					
Father's Name / Spouse's Name					
Date of birth					
Last designation held					
Name of the Department from where retired					
Date of retirement					
PPO No.					
Last pay Drawn and level					
Monthly Pension sanctioned					
Present Address					
Contact No.(Mobile)					
Email ID					
Educational Qualification					
Details of Experience (In chronological order - Add a separate sheet if required)					
S.No	Organization/Ministry /Department	Post Held	From	To	Nature of work

Following documents may be attached:

- (i) Copy of the detailed CV
- (ii) Last Pay certificate
- (iii) Copy of the Retirement order

**Declaration**

I hereby certify that the statements made & documents submitted in this Proforma are true and accurate to the best of my knowledge and belief. I understand that if any information and document provided is found to be false or withheld at any stage, my candidature may be rejected. Furthermore, in the event of my selection any discrepancies or omissions discovered may result in the termination of my engagement without prior notice.

Date:

Place:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_