

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 the 10th May, 2023

OFFICE MEMORANDUM

Sub: Vacancy Circular (VC) for engagement of Consultants against the posts of Under Secretary (Admn.), Private Secretary, Assistant and LDC in NCSK, New Delhi - Regarding.

Reference is invited to National Commission for Safai Karamcharis, Ministry of Social Justice & Empowerment's Circular No. 11023/1/2022-Admn. dated 02.05.2023 (copy enclosed) for inviting applications for engagement of Consultants against the posts of Under Secretary (Admn.), Private Secretary, Assistant and LDC in NCSK, New Delhi. The last date of the application is within 30 days from the date of publication of the advertisement in the News Paper.

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

Encl: As above


(Sunil Kumar)

Under Secretary to Government of India

To
(through DoPT's website): (For Retired Officers)

No.11023/1/2022-Admn.
Government of India
Ministry of Social Justice & Empowerment
National Commission for Safai Karamcharis

B' Wing, 4th Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003.
Dated the 02nd May, 2023

Subject: Engagement of Consultants against the posts of Under Secretary (Admn.), Private Secretary, Assistant and LDC in NCSK, New Delhi - reg.

The National Commission for Safai Karamcharis, New Delhi invites applications to engage Consultants against one post of Under Secretary (Admn.), one post of Private Secretary, two posts of Assistant and one post of LDC on short term contract basis. Eligibility criteria/experience, upper age limit, remuneration, etc. for the abovementioned posts are given below:

Name of the post	No. of Post	Eligibility Conditions	Remuneration
Consultant, [US (Admn.)]	One	Officers retired as Dy. Secretary/ Under Secretary or equivalent from any Central Govt. Ministry/ Department having extensive experience in establishment, general administration, budget and accounts related matters. Knowledge to operate computer is must. The maximum age limit for engagement shall not exceed 62 years as on closing date of receipt of the application.	Remuneration will be fixed in accordance with Department of Expenditure's O.M. No. 3-25/2020-E.III-A dated 09.12.2020.
Consultant (Private Secretary)	One	Officers retired as PPS/PS or equivalent from any Central Govt. Ministry/ Department having extensive experience of taking dictation in shorthand and its transcription, assisting in drafting and issue of all correspondences as per direction of the officer, managing appointments/engagements attending to telephone calls and receiving visitors, maintain paper required to be retained by the officer. Knowledge to operate computer is must. The maximum age limit for engagement shall not exceed 62 years as on closing date of receipt of the application.	
Consultant (Assistant)	Two	Officers retired as Section Officer/ Assistant or equivalent from any Central Govt. Ministry/ Department having extensive experience in establishment, general administration, budget and accounts related matters. Knowledge to operate computer is must. The maximum age limit for engagement shall not exceed 62 years as on closing date of receipt of the application.	
Consultant (LDC)	One	Officers retired as Assistant/UDC or equivalent from any Central Govt. Ministry/ Department having experience in establishment, general administration, budget and accounts related matters. Knowledge to operate computer is must. The maximum age limit for engagement shall not exceed 62 years as on closing date of receipt of the application.	Fixed remuneration of Rs. 25000/-

Contd....

2. Interested and eligible retired Govt. officers/employees from Ministries/Departments of Central Govt. may send their duly filled applications (as per format attached) along with the copy of PPO to Section Officer (Admn.), National Commission for Safai Karamcharis, Room No. 9, 'B' Wing, 4th Floor, Lok Nayak Bhawan, Khan Market, New Delhi 110003 within 30 days from the date of publication of the advertisement in the News Paper. The application may also be sent through email on email Id "secy-ncsk@gov.in/ajay.kumar81@gov.in". No application will be accepted in the Commission after 30 days of the publication of this advertisement.

3. The detailed advertisement along with application form is also available on the website of the Commission, viz. <https://ncsk.nic.in>.

4. Officers appearing for personal interaction must bring a copy of PPO at the time of interview.

5. Period and other terms and conditions of Contract: The period of contract will be initially for a period of six months and extendable by the Commission as required. The remuneration and other terms & conditions of the contract will be governed in accordance with Department of Expenditure's O.M. No. 3-25/2020-E.IIIA dated 09.12.2020 and Government's instructions issued from time to time in this regard.



(Ajay Kumar)
Section Officer (Admn.)
Tel No. 24618119

To

- ✓ 1. Under Secretary (CS-I), CS Division, Department of Personnel and Training, Lok Nayak Bhawan, Khan Market, New Delhi – with the request to upload this Vacancy Circular on the DoPT's website.
2. Director/Deputy Secretary (Admn.) of all Ministries/Departments.
3. NCSK's website.

Copy to:

1. Sr. Economic Advisor (Plan Division) (Kind Attn.: Ms. Yogita Swaroop), D/o Social Justice & Empowerment, Ground Floor, Antyodaya Bhawan, CGO Complex, New Delhi – 110003
2. Sr. PPS to Secretary (Kind Attn.: Shri K.M. Hari Govindan), Ministry of Social Justice & Empowerment, Room No. 604, 'A' Wing, Shastri Bhawan, New Delhi – 110001
3. Under Secretary (Plan Division), (Kind Attn.: Shri Manoj Kumar Jha, Under Secretary), D/o Social Justice & Empowerment, B-2, Ground Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodi Road, New Delhi – 110003

PROFORMA

APPLICATION FOR ENGAGEMENT OF CONSULTANTS (UNDER SECRETARY/PRIVATE SECRETARY/ASSISTANT/LDC) IN NATIONAL COMMISSION FOR SAFAI KARAMCHARIS, MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT, LOK NAYAK BHAWAN, KHAN MARKET, NEW DELHI.

PHOTOGRAPH

1	Post applied for	
2	Full Name (in Block Letters)	
3	Date of Birth	
4	Educational Qualification	
5	Contract Number (Mobile) and E-Mail	
6	Address for communication	
7	Date of joining of Government Service	
8	Work Experience starting from last post held:	
	Ministry/Department	Period
9	Date of retirement and the post from which retired	
10	Name of the Ministry/Department from which retired	
11	Last Pay Drawn (Please enclose copy of LPC)	
12	PPO No. (Please enclose a copy of PPO)	

I hereby declare that all the statements in the application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have read this circular and ready to accept the terms and conditions for engagement as consultants.

Place:

Date:

Signature of the applicant
Name: _____