

F.No.21/01/2021-CS.I (Coord.)  
Ministry of Personnel, Public Grievances & Pension  
Department of Personnel & Training  
(CS.I Division)

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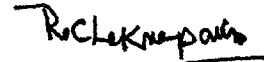
2nd Floor, A Wing,  
Lok Nayak Bhavan  
Khan Market, New Delhi.  
Dated 12th January, 2022.

**OFFICE MEMORANDUM**

**Subject:- Advertisement for engagement of retired Government Servants as Consultants in National Commission for Scheduled Castes, New Delhi.**

The undersigned is directed to circulate the vacancy circular no. NCSC-Adm. 01/8/2021-UA-(Admin)-[47304] dated 11.01.2022 (along with enclosures) received from National Commission for Scheduled Castes, regarding engagement of retired Government Servants as Consultants in National Commission for Scheduled Castes, New Delhi. **The last date of receipt of application is within 15 days from the date of issue of this letter.**

2. In case of any further clarification, applicants are requested to contact the concerned Ministry/Department which has advertised the circular.



(R.Chakrapani)

Under Secretary to the Govt. of India

Tel.No.24629412

To :

All Ministries/ Departments (through DOPT's website)

✓  
No. NCSC-Adm.01/8/2021-UA-(Admin) – [47304]  
National Commission for Scheduled Castes  
(A Constitutional body set up under Article 338 of the Constitution of India)  
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5<sup>th</sup> Floor, Lokanayak Bhawan,  
Khan Market, New Delhi – 110003  
Date: 11<sup>th</sup> January, 2022

**Engagement of Retd. Govt. Servants as CONSULTANTS**

**Sub: Advertisement for engagement of retired Government Servants as Consultants in National Commission for Scheduled Castes, New Delhi.**

National Commission for Scheduled Castes (NCSC), Govt. of India, New Delhi invites applications from retired employees of Central/State Governments, Central/State Governments Statutory body/autonomous organizations for engagement as consultants in the NCSC Headquarters at New Delhi. The number of vacancies is tentative and the same may be increased or decreased as per requirement of the Commission. Remuneration of Consultants will be governed as per Rules & Instructions of the Govt. of India on the subject. Instructions for filling up of application form, eligibility conditions and other details are available on website of National Commission for Scheduled Castes "<http://ncsc.nic.in>".

2. The interested candidates may fill up application form and the declaration as given in Annexure-II & III and send the same online through email only to the undersigned at email id "[kishan.chand68@nic.in](mailto:kishan.chand68@nic.in)". Last date for submission of application is 15 days from the date of publication of advertisement in this effect in Newspaper/Employments News, whichever is later. Incomplete applications, applications received after the due date will be summarily rejected.

Encl: As Above.

*Chand*  
11/1/2022

(Kishan Chand)  
Under Secretary to the Govt. of India  
Email: [kishan.chand68@nic.in](mailto:kishan.chand68@nic.in)

Copy to the following authorities with the request to upload this advertisement on their website for wide publication/circulation of the same:

- i. The Under Secretary (SCD-VI), M/o SJ&E, Shastri Bhawan, New Delhi.
- ii. The Under Secretary (Coordination), DoPT, North Block, New Delhi.
- iii. Shri Abrar, Computer Programme, NCSC, New Delhi.

*Full*

SNK-11

No. NCSC-Adm.01/8/2021-UA-(Admin) – [47304]  
National Commission for Scheduled Castes  
(A Constitutional body set up under Article 338 of the Constitution of India)

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5<sup>th</sup> Floor, Loknayak Bhawan  
Khan Market, New Delhi – 110003  
Date: 11<sup>th</sup> January, 2022

### VACANCY CIRCULAR

**Subject: Engagement of retired employees of Central/State Governments, Central/State Governments Statutory body/Autonomous Organizations as Consultants in National Commission for Scheduled Castes, New Delhi.**

National Commission for Scheduled Castes, New Delhi invites applications from retired employees of Central/State Governments, Central/State Governments Statutory body/Autonomous organizations for engagement as consultants on full time basis on contract with the following job description and experience.

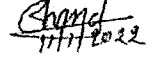
1.	Name of Position	Consultant
2.	Number of Vacancy	03*
3.	Mode of Engagement	Contract Basis
4.	Place of Posting	National Commission for Scheduled Castes, New Delhi
5.	Age Limit	Maximum age limit is 63 years as on the closing date for submission of application. Upper Age limit can be relaxed in exceptional cases in the interest of Government with the approval of competent authority.
6.	Period of Contract	Initially for a period of one year
7.	Remuneration	A fixed monthly amount will be paid as per extant Rules & Instructions of the Govt. of India on the subject. Primarily, it is likely to be last drawn pay minus pension without commutation. Consultants would also be paid a fixed amount as transport allowance which is likely to be last drawn at the time of retirement.
8.	Eligibility	Retired employees of Central/State Governments, Central/State Governments Statutory body/ Autonomous Organization of the rank of Director/Deputy Secretary/Under Secretary/ senior Section Officer and equivalent thereof.
9.	Experience	Candidate shall have experience of handling legal matters/establishment matters /administrative matters/ accounts/ complaints &grievances etc. Candidates shall also have adequate knowledge of working on computer/computer application/ power point presentation.
10.	Assignments	They will be engaged for providing support to the Administration, Accounts & Establishment Section and also to the Sections dealing with Grievances/Complaints which are received in the Commission primarily from Scheduled Castes viz. Atrocities and Protection of Civil Rights Wing (APCR), Economic and Social Development Wing (ESDW) and Service Safeguards Wing (SSW).

\* Numbers of vacancies may be increased or decreased without notice depending on requirement of the NCSC.

*Chand*  
11/1/2022

Terms and Conditions: The terms and conditions for engagement of consultants are as given in Annexure-I.

Submission of Application: The application should be in the format as given in Annexure-II & Annexure-III and shall be accompanied with self-attested copies of relevant documents. The applications are to be submitted online through e-mail only at email id "kishan.chand68@nic.in". The last date for submission of application is 15 days from the date of publication of an advertisement to this effect in Newspaper/Employment News. Incomplete application, applications received after due date will be summarily rejected. No TA/DA etc. will be given for completing any pre-engagement formalities.

  
11/11/2022

(Kishan Chand)

Under Secretary to the Govt. of India  
Email: kishan.chand68@nic.in

**Annexure-I**

No. NCSC-Adm.01/8/2021-UA-(Admin) – [47304]  
National Commission for Scheduled Castes  
(A Constitutional body set up under Article 338 of the Constitution of India)

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5<sup>th</sup> Floor, Lokanayak Bhawan,  
Khan Market, New Delhi – 110003  
Date: 11<sup>th</sup> January, 2022

**TERMS & CONDITIONS FOR ENGAGEMENT OF CONSULTANTS AND DUTIES  
THAT MAY BE ASSIGNED TO THE CONSULTANTS.**

Following are the tentative duties of the Consultants proposed to be engaged in the Commission

**Consultant – 1:** Shall look after works related to:-

General Administration [matters related to tendering process, management of Govt. vehicles, condemnation & purchase of Govt. vehicles, management of meetings/events/conferences, reimbursement of travel expenditures, reimbursement of medical expenses, payment of professional fee to Govt. counsel, matters related to GeM portal, RTI Applications, Court cases and any other works that may be assigned from time to time].

Accounts & Budget & Finance [Preparation of detailed demand of grants, allocation of funds to State Offices of NCSC, maintaining & monitoring of monthly accounts on expenditure patterns, re-appropriation, preparation of BE/RE, preparation of reply of audit para and any other work that may be assigned from time to time].

Coordination [coordinating with different sections and state offices of the Commission, compilation of data, drafting of minutes of various meetings, framing of reply to Parliament Questions, framing of reply to questionnaire of Standing Committee of Parliament, liaising with different authorities and any other work that may be assigned from time to time. The consultant will also be required to work in tandem with other employees/consultants working in the Commission. The consultant shall have good writing & oral communication skill.

**Consultant – 2:** Shall look after works related to organizational structure, framing/revision of Recruitment Rules, filling up of vacancies through direct recruitment/promotion/deputation, cadre restructure, MACP, pay-fixation, disciplinary cases, liaising with different authorities and any other work that may be assigned from time to time. The consultant will also be required to work in tandem with other employees/consultants working in the Commission. The consultant shall have good writing & oral communication skill.

**Consultant - 3:** Shall look after work of the Atrocities and Protection of Civil Rights Wing (APCR), Economic & Social Development Wing (ESWD) and Service Safeguards Wing (SSW) of the Commission, as may be assigned from time to time. Preference will be given to candidates having Post Graduation in Social Science, knowledge of various Service Rules, various Social Acts like The Protection of Civil Rights Act-1955, SC/ST (POA) Act-1989, Manual Scavengers and Their Rehabilitation Act-2013, The Bonded Labour System (Abolition) Act-1976, IT Act-2000 etc. and having in-depth knowledge of various Government Schemes and Programmes for the welfare & development of Scheduled Castes.

*Chand*  
11/1/2022

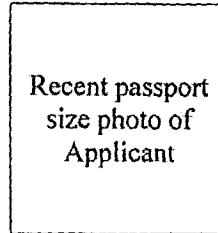
## General Terms & Conditions

1. **No right for permanent employment in Government:** The nature of engagement will be purely contractual and such engagement will not bestow any right for regular/permanent engagement/appointment in the Commission. Also, engagement as consultant will not be treated as a case of re-employment in any manner
2. **TDS:** TDS as admissible shall be deducted from the monthly remuneration of the consultants. TDS certificate shall be issued by the concerned DDO on demand.
3. **Leave:** Paid leave of absence will be admissible @ 1.5 days for each completed month. There will be no accumulation of leave beyond a calendar year.
4. **Procedure for Selection:** All applications received will be scrutinized, shortlisted and will be placed before a Screening Committee. The Screening Committee will interact with the shortlisted candidates and recommend a panel, including waitlisted candidates. Recommendations of the Screening Committee will be placed before the competent authority for approval.
5. **Submission of File/Cases:** Consultants will be required to submit their files/cases through their controlling officers.
6. **Working Hours:** Working hours of the Commission is from 9.30 Hrs to 18.00 Hrs. However, in the exigency of work, Consultants may be required to sit late and attend office on Saturdays / Sundays/ Holidays. No compensatory leave will be given for attending office on Saturdays/ Sundays/ Holidays. Consultants would be required to compulsorily enrol themselves in Aadhaar based Biometric Attendance System (BAS) and mark their attendance at the time of arrival and departure.
7. Consultants will be governed by the Official Secrets Act, 1923 and shall not disclose any information / data that they may gather by virtue of consultant, to any unauthorised person during or after period of their engagement as Consultant in the Commission. In this regard their attention is also drawn to various Circulars issued by the CVC/other Statutory Bodies under which any misuse of official position makes them accountable and triable under due process of law.
8. Consultant must work and act all times, in the interest of the Commission and render service with professional integrity, transparency, competitiveness and courtesy.
9. **Performance Appraisal:** A quarterly Performance Appraisal of the Consultants will be done to bring objectivity in the assessment of performance of consultants. Assessment will be done by the controlling officer and same shall be placed before the competent authority in NCSC for further continuation or termination of the consultant, as the case may be.
10. **Termination:** National Commission for Scheduled Castes may terminate contract for engagement as consultant under any of the following conditions.
  - (i) Consultant unable to address the assigned works.
  - (ii) Quality of output of consultant not to the satisfaction of the Commission.
  - (iii) Consultant failed to do the work within the prescribed time.
  - (iv) Consultant lacking in honesty and integrity.
  - (v) The Commission also reserves the right to terminate the contract unilaterally by giving 15 days' notice. Consultant will also have the right to end the contract by giving 15 days' notice. Consultant's Notice Period can be curtailed with the approval of competent authority.
11. **Rights of the Commission:** The Commission reserves the right to cancel the advertisement, at any stage. It may accept or reject any application(s) received even after closing of advertisement or extend due date for receiving applications.

*Shard*  
11/1/2022

**Annexure-II**

**Application for engagement as Consultant in National Commission for Scheduled Castes (NCSC), New Delhi**



1. Name:
2. Father's /Spouse Name: -
3. Date of Birth: -
4. Gender: -
5. Mailing Address: -

Tel./Mobile No.: -

E-mail address: -

6. Permanent Address:

7. Educational Qualification from Graduation onwards:

Course	Subject	University/ Institute	Year of Passing	Division /Class

8. Do you have Laptop/Computer (Yes/No).....
9. Knowledge of computer/internet (Please tick)
  - (a) MS Word: working knowledge/proficient:
  - (b) MS Excel: working knowledge/proficient:
  - (c) Power Point Presentation: working knowledge/proficient:

- (d) Internet application and tools  
(cloud/sharing etc.):working knowledge/proficient:
- (e) E-Office: working knowledge/proficient

10. Details of employment during the last 10 years (in descending order i.e., latest first)

S.N.	Ministry /Deptt.	Post held	Last Basic Pay	Period		Nature of duties
				From	To	

- 11. Date of Retirement with copy of PPO: -
- 12. Last Drawn Pay: -
- 13. If last drawn pay is not in 7<sup>th</sup> CPC, then equivalence of last drawn pay with 7<sup>th</sup> CPC: -
- 14. APAR for the last five years: -
- 15. Is any relative/known working in NCSC. If so, details thereof: -
- 16. Have you previously worked in NCSC. If so, details thereof: -
- 16. Any other relevant information: -

DECLARATION

I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incomplete/incorrect, my candidature is liable to be rejected and I shall be bound by the decision of the National Commission for Scheduled Castes. I have read the Vacancy Circular and ready to accept all the terms and conditions for engagement of consultant.

Place:

Date:

Signature (Full name of the applicant)



Annexure-III

Undertaking for engagement as Consultant in National Commission for Scheduled Castes

To

The Under Secretary (Admn.)  
National Commission for Scheduled Castes  
5<sup>th</sup> Floor, Loknaya Bhawan,  
Khan Market, New Delhi – 100003.

Subject: Agreement for engagement as Consultant (Retired) in NCSC

Sir,

I, .....(name), hereby accept all the terms & conditions as mentioned in NCSC's advertisement issued vide No. NCSC-Adm.01/8/2021-UA-(Admin) – [47304] dated.....inviting applications for engagement as consultant in NCSC.

2. I do swear that I will be faithful and bear true allegiance to the Commission and to the Constitution of India and will uphold the sovereignty and integrity of India and will do my duties with full loyalty, faithfulness and impartially.

3. I do swear that I will not disclose, communicate to any unauthorized party/person any information that I may gather or access during the course of performing duties as consultant in NCSC. I shall not remove/take away any document from the NCSC without authorization from the competent authority.

Yours faithfully,

Signature \_\_\_\_\_

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

Place: \_\_\_\_\_

Date: \_\_\_\_\_