

**CIRCULAR**

**Sub: Engagement of retired Government employees as Consultant Hindi in National Commission for Scheduled Castes, New Delhi – reg.**

The National Commission for Scheduled Castes (NCSC), New Delhi invites applications for engagement of 01 retired Government employee as Consultant Hindi. Interested and eligible retired Government employees from Central Government, who fulfill the following criteria, may apply:

- (a) Must have retired from Central Government Ministries/Departments.
- (b) Must have retired as Senior Translation Officer (Level 8) or above and well acquainted with functioning of Government Ministries/Departments.
- (c) Should have good communication and interpersonal skills and excellent Knowledge of Computer usage.
- (d) Work profile and responsibility would be similar to posts in the Central Government.
- (e) In addition, he will have to assist Hon'ble Chairman during hearings, like preparing briefs/minutes/etc.

**2. General Terms and Conditions of Engagement:**


**2.1 Age Limit:** The candidate should be less than 63 years of age as on the last date of application. The maximum age limit for engagement is 65 years.

**2.2 Period of engagement & Extension:**

- (a) Engagement shall initially be for a period of one year or until regular incumbents are available, whichever is earlier. After the expiry of initial term, engagement may be extended, based on requirement and performance. Extension of engagement, if any, shall be at the sole discretion of the competent authority of this Commission.
- (b) The engagement shall not be extended beyond 5 year after superannuation or beyond 65 years of age whichever is earlier.

**2.3 Working Hours:**

- (a) Working hours shall be from 9.30 a.m. to 6.00 p.m. during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to sit late and may be called on Saturdays/Sunday and other Gazetted Holidays.
- (b) Biometric Attendance System (BAS) will be required. Monthly remuneration will be calculated on the basis of BAS report and other conditions.

  
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#### **2.4 Work Profile:**

- (a) Work Profile and responsibilities will be similar to those of equivalent posts in Central Government Ministries/Departments. In addition, he/she will also require to assist Hon'ble Chairman during hearings, like preparing brief/minutes/etc.
- (b) He/She will be responsible for equipment and other items issued for discharging official duty.

#### **2.5 Remuneration:**

- (a) A fixed monthly amount as consultancy fee shall be admissible arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract.
- (b) Tax Deduction at Source (TDS), as admissible, shall be deducted from the monthly remuneration.
- (c) They will not be entitled for annual increments / percentage increase of consultancy fee/conveyance during the period of engagement.

#### **2.6 Allowances:**

- (a) A fixed amount as Local Conveyance for the purpose of commuting between residence and place of work shall be allowed at the rate applicable at the time of retirement which shall remain unchanged during the term of engagement.
- (b) TA/DA on official tour, if any, shall be admissible as per entitlement at the time of retirement.
- (c) Retainers are not entitled for any other kind of allowance such as dearness allowance, residential telephone, CGHS & Medical Reimbursement, LTC, etc.

#### **2.7 Leave:**


- (a) Retainers will be entitled for paid leave of absence at the rate of 1.5 days for each completed calendar month of engagement calculated on pro rata basis.
- (b) No remuneration for the period of absence in excess of the admissible leave will be paid. Un-availed leave will be carried forward to next month; however, un-availed leave will not be encashed on extension of tenure or on termination of engagement.

#### **2.8 Confidentiality and Integrity:**

- (a) Intellectual Property Rights (IPR) of all information/data collected as well as deliverables produced for the Commission shall remain with the Commission.
- (b) He/She shall not, directly or indirectly, communicate or reveal to any person or persons any matter collected for the purpose of his/her assignment or during the course of his/her assignment, without the express written consent of the office.
- (c) Retainers shall not represent or give opinion or advice in any matter which is adverse to the interest of this office. He/She is not permitted to take up any other assignment during his period of engagement.

#### **2.9 Termination of Engagement:**

- (a) The engagement will purely on temporary basis and they will not be entitled for any benefit/compensation/absorption/regularization of service in this Commission.

  
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(b) The Commission may terminate the engagement on the following conditions:

- The Consultant is unable to address the assigned work.
- The quality of work is not to the satisfaction of this Commission.
- Consultant fails in timely achievement of the milestones of this Commission.
- The Consultant is found lacking in honesty and integrity.
- Regular incumbents are available for the post against which he/she is engaged.

(c) The Consultant will give one month notice for leaving the services of this Commission. Engagement may be terminated at any time by the Commission, in public interest, without assigning any reason and without any prior notice.

(d) The Consultant will hand over their identity cards/pass and all office equipment etc. if any, to the Commission and will submit a No Demand Certificate before the final payment is released by the Commission.

**3. Other Conditions:**

(a) This Commission will not be responsible for any loss, accident, damage, or injury suffered by the individual arising out of execution of his/her official duty.

(b) The Commission has the right to cancel this advertisement, and not go for engagement, at any stage. It may accept or reject any or all applications without giving any reasons thereof, whatsoever.

(c) The Commission has the right to review these guideline as the when the circumstances warrant.

**4. SUBMISSION OF APPLICATION:**

Complete application in the prescribed proforma, as given in Annexure-I, may be sent through e-mail to [agam.kumar@gov.in](mailto:agam.kumar@gov.in) on or before 24<sup>th</sup> August, 2022 with the subject: "Application for Consultant Hindi". No other means of submission of application will be entertained. Applications received after the last date will not be accepted.



(Jitendra Sihwag)

Under Secretary to the Govt. of India

Tele.: 011-24606819

08/08/2022

**Copy to:**

1. Under Secretary (Coordination), DOPT, New Delhi for advertisement on its website.
2. Under Secretary (SCD-VI), DSJE, New Delhi for advertisement on its website.
3. Personal Sections to Secretary, NCSC / Joint Secretary, NCSC.
4. Circular Folder / Guard File.

**Application for the post of Consultant Hindi  
in National Commission for Scheduled Castes, New Delhi.**

To,

**The Under Secretary (Admin)  
NCSC, New Delhi  
[Through email: agam.kumar@gov.in]**



Sir,

Please accept my application for the post of Consultant Hindi in NCSC, New Delhi.  
The particular/details are as under:

**Curriculum Vitae**

S.N.	Particulars	To be filled by the applicant
1.	Name (in BLOCK LETTER)	
2.	Father's/Husband's Name	
3.	Date of Birth	
4.	Telephone/Mobile Number	
5.	E-mail address	
6.	Address for communication	
7.	Permanent Address	
8.	Present Age (yy/mm)	
9.	Post from which retired	
10.	Name of the Ministry/Department from which retired	
11.	Last Pay Drawn (Basic+ GP Or Level/Index)	
12.	Educational/Technical Qualification	
13.	Nature of duties attended while in service*	
14.	Computer Knowledge	Word/Excel/PowerPoint
15.	Have you worked as Consultant or presently working as consultant? If yes, details of Office and remuneration etc.*	

\*Attach additional sheet if required

I hereby certify that the information furnished above are true to the best of my knowledge and if any information is found to be incorrect/incomplete, my candidature is liable to be cancelled/rejected. I have read the circular and am ready to accept the terms and conditions of engagement.

Place:

Date:

**(Signature)**