

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 16<sup>th</sup> July, 2024

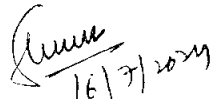
**OFFICE MEMORANDUM**

**Subject: Engagement of retired Central Government officers as consultant on contract basis in the National Commission for Scheduled Tribes-reg.**

Reference is invited to Circular No. NCST-11011/6/2022-Estt. Dated 10.07.2024 (Copy enclosed) inviting applications from retired Central Government officers at the level of Section Officer or Under Secretary or equivalent (pay level 8/10 and pay level 11 of the 7<sup>th</sup> CPC pay matrix) on the subject mentioned above. The last date for receipt of applications is 14.08.2024.

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

Encl: As above

  
(Sunil Kumar)

Under Secretary to the Government of India

To

The retired CSS Officers (Through DoPT's website)



No. NCST-11011/6/2022-Estt.  
National Commission for Scheduled Tribes  
(A Constitutional Body under Article 338A of the Constitution of India)

Lok Nayak Bhavan,  
Khan Market, New Delhi  
The 10<sup>th</sup> July, 2024

CIRCULAR

Subject: Engagement of retired Central Government officers as Consultant on contract basis in the National Commission for Scheduled Tribes- inviting applications

The National Commission for Scheduled Tribes (NCST), a Constitutional Body under Article 338A of the Constitution of India, invites applications from eligible and desirous candidates retired from Central Government having considerable experience of functioning of Central Government Ministries/Departments for engagement of 3 (three) full time Consultants on contractual basis.

2. The engagement of consultants will be regulated as per the provisions of the Ministry of Finance (Department of Expenditure) OM No. 3/25/ 2020-E.III A dated 09.12.2020, as amended from time to time. The eligibility criteria, remuneration, job description and other terms and conditions of engagement are as under:

i	No. of personnel to be engaged.	3 (three)
ii	Areas of work	Handling of work relating to-- <ul style="list-style-type: none"><li>• Examination of cases of grievances/complaints received in the Commission, preparation of self-contained notes with all related aspects of the matter;</li><li>• Briefing the Members for hearing of complaints/grievances;</li><li>• Attending the hearings;</li><li>• Preparation of summary/minutes of the hearings,</li><li>• Any other related work to assist the Commission in discharging its duties in effective manner.</li></ul>
iii	Period of Engagement	Initially for a period of one year. This can be extended or shortened at the discretion of the Competent Authority. The NCST can terminate

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App (ND)

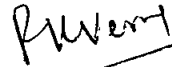
10/7/24

		the services/contract of the Consultant any time giving one month's notice without assigning any reason.
iii	Eligibility criteria	Government servants retired from the Central Government at the level of Section Officer or Under Secretary or equivalent (Pay level 8/10 and pay level 11 of the 7 <sup>th</sup> CPC pay matrix)
iv	Experience	<ul style="list-style-type: none"> <li>• Should have considerable experience of functioning of Central Government Ministries/Departments.</li> <li>• Should have rich experience of noting, drafting and examination of cases; and preparation of summary/minutes of the meetings/ hearings in complaints/grievances</li> <li>• Should be well conversant with MS-Office and e-office.</li> </ul>
v	Age	Should be less than 63 years as on 14th August, 2024, (closing date).
vi	Remuneration	<p>A fixed monthly remuneration will be paid as per the Department of Expenditure OM No. 3-25/2020- E. IIIA dated 09.12.2020, i.e., last pay drawn minus pension plus transport allowance not exceeding the amount admissible at the time of retirement. In case of Central Government retirees under NPS, an amount equal to 30% of the last basic pay drawn at the time of retirement shall be deducted from the last basic pay and the resultant amount shall be fixed as the monthly amount of remuneration.</p> <p>The Consultant will not be entitled for any kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, transport facilities and staff car.</p>
vii	<p>Other terms and conditions of engagement:</p> <p>a) The consultant shall have to perform duties/services as assigned to him/her by the controlling officer with all necessary skills, diligence, efficiency and economy.</p> <p>b) The consultant shall maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of contract, failing which the consultant will be liable for suitable action.</p> <p>c) The normal working hours shall be from 9.30 am to 6.00 pm. However, in exigencies, he/she may be called for services on holidays or beyond normal working hours.</p>	

- d) The place of work will be in Lok Nayak Bhavan, Khan Market, New Delhi.
- e) The person engaged on contract basis shall not be entitled to any other benefit like Provident Fund, Pension, Insurance, Gratuity, Medical Attendance/Treatment, etc. or any other benefits as available to the regular Government servants.
- f) The consultancy will start from the date he/she joins the office.
- g) The consultant will have to mark his attendance in Aadhar enabled Biometric Attendance System.
- h) During the contract period, no other assignment/consultancy of any type will be accepted by the consultant.
- i) The Consultant will be entitled to paid leave of 1.5 days for each completed month of service.
- j) 'No work no pay' will be applicable during the period of contract, if more than prescribed leave is taken.
- k) The Consultant shall not be entitled to any TA/DA for joining the appointment.
- l) Contract of engagement will be terminated automatically on attaining the age of 65 years.

3. Applications in the enclosed format(Annexure), complete in all respects along with a copy of PPO and Last Pay Certificate/Pay Slip may be sent by e-mail/post to **the Under Secretary, National Commission for Scheduled Tribes, A-Wing, 2nd Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003, email: us@ncst.nic.in by 6.00 PM of 14<sup>th</sup> August, 2024.** Applications received with incomplete information or received beyond the closing date shall not be considered.

4. The NCST reserves the right to accept or reject any or all the responses without assigning any reasons whatsoever.



(Rajesh Kumar Verma)

Under Secretary to the Government of India  
Tel: 011-24657271/E-mail: us@ncst.nic.in

To

1. All Ministries/Departments of the Government of India
- ✓ 2. The Under Secretary [CS-I(Coord.)], Department of Personnel & Training, Lok Nayak Bhawan, New Delhi- with a request to upload the same on the DoP&T website for wider publicity.
3. NIC, NCST for uploading the circular on NCST website.

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APPLICATION FOR ENGAGEMENT AS CONSULTANT ON CONTRACT BASIS IN  
THE NATIONAL COMMISSION FOR SCHEDULED TRIBES

1	Name			
2	Date of birth			
3	Email id			
4	Mobile Number			
5	Residential address			
6	Educational Qualification			
7	Date of entry into Government service			
8	Date of retirement			
9	Post held at the time of retirement			
10	Last pay drawn( pay level and pay)			
11	Amount of pension before commutation ( Attach copy of PPO )			
12	Transport allowance at the time of retirement(attach proof/last pay slip)			
13	Organisation from which retired			
14	Organisation currently working, if any			
15	Working knowledge of MS-Office, e-office			
16	Experience details of (attach separate sheet if required)	Post held/ Ministry /Deptt	Duration	Experience/nature of work

Undertaking

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 clear from vigilance angle at the time of my retirement. I have read this circular and accept all the terms and conditions for engagement of consultants.

Place:  
Date:

(Signature of the applicant)