

No.21/7/2023-CS.I (Coord.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS.I Division)

2nd Floor, 'A' Wing, Lok Nayak Bhawan,
Khan Market, New Delhi-110003

Dated the 11th October, 2024

OFFICE MEMORANDUM

Subject: Engagement of retired Government servants as consultant on contract basis in National Anti Doping Agency—regarding.

Reference is invited to circular No. 1-4/2023/NADA dated 07.10.2024 (Copy enclosed) inviting applications from Retired Central Government Officers, who have retired at the level of Under Secretary and having experience of functioning of Government/ Ministries/ Departments, for engagement as consultant in the NADA on contractual full-time basis. The last date for receipt of applications is 45 days from the date of issuance of this circular.

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

Encl: As above


11/10/2024
(Sunil Kumar)

Under Secretary to the Government of India

To

The retired CSS Officers (Through DoPT's website)

F.1-4/2023/NADA
National Anti Doping Agency
(An autonomous body of the Ministry of Youth Affairs and Sports, Govt of India)

Hall No. 103-104,
JLN Stadium, Lodi Road
New Delhi – 11000
Dated 07th October 2024

Circular

Subject : Engagement of retired Government servants as consultant on contract basis.

National Anti-Doping Agency (NADA) is an autonomous body of the Ministry of Youth Affairs & Sports, Government of India. NADA is responsible for promoting, coordinating, and monitoring the doping control programme in sports in all its forms across the country.

2. NADA invites applications for engagement of a Retired Central Government Officers of the level of Under Secretary having considerable experience of functioning of Government/ Ministries/ Departments, as consultant in the NADA on contractual full-time basis.

3. Details engagement are given below:

Sr. No.	Name of Position	Eligibility	Remuneration	Job Description
(1)	(2)	(3)	(4)	(5)
1.	Consultant (01)	Retired Central Government Officer of the rank of Under Secretary	Remuneration will be regulated as per the provisions of Ministry of Finance, Department OM No 3/5/2020-E-II dated 09.12.2020. A fixed monthly remuneration will be paid i.e last pay drawn minus pension plus transport allowance not exceeding the amount admissible at the time of retirement	<ul style="list-style-type: none">• Framing of Rules, Regulations etc. under the provision of the constitution of India and a statue.• Establishment, personnel, vigilance and financial matters;• Handling all matters relating to pension, gratuity, Leave , allowances• Matters related to creation of posts• Matters related to promotion and DCP• Matters related to procurement of services• Matters related to implementation of Act• Handling all matters relating to contractual services

				<ul style="list-style-type: none"> • T.A./LTC advance, HBA/Computer Advance, Medical reimbursement • Handling all matters relating to Budget/ Demand for Grants; • All other work assigned by his/her officer concerned. • Handling Bills for Outsourcing staff, maintenance of Expenditure Register with regard to outsourcing; • Handling all matters of annual Increment in respect of all officers/staff; • Handling all matters related to DEO and MTS Security Gurad and other matters • Procurement management and matters related to GEM portal • Draft RFPs and tenders and contract management • Matters related to DCO/BCOs • Matters related to payment to DCOs/BCOs • Matters relating to arrangement of logistics of testing and related matters. • Management of Dope Kits and Courier • Management of Stores and Assets of the agency • Noting and rafting in files in a proper way. • Maintaining teimly performance evaluation of contractual services/consultants • Handling ACR/PAR of Staff • Managing logistics in seminar and workshops • Inter verticals coordination and coordinating comments from different verticals in MoUs and RFPs • All other work assigned by DG NADA •
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General Condition for engagement of the consultant:

4. Period of engagement: Initially the contract period would be for a period of 1 year, it may be extended or curtailed. The total period of engagement of Consultant shall not exceed 3 Years or 65 Years of age whichever is earlier.

5. Job Location: The headquarter of consultant will be at Delhi. Place of work of consultants will be National Anti Doping Agency, New Delhi.
6. Age limit: Age should be less than 63 years as on the closing date of this Circular.
7. Remuneration: The consultant will be paid a consolidated fee which will comprise last pay drawn minus uncommuted value of Pension on the date of retirement. The payment would be made on monthly basis. In case the consultant has to proceed on tour, his TA/DA claim shall be regulated as per his entitlement at the time of retirement.
8. Leave: The consultant shall be eligible for 1.5 days for each completed month of service. This leave will not be carried forward beyond a Calander year.
9. The consultant would be entitled to draw TA/DA for work related to travel as per his/her last entitlement at the time of retirement as per the Government norms, in case he/she is deputed for official work outside/Delhi NCR.
10. Working Hours: Working hours of consultants shall normally be from 9.00 am to 5.30 pm during working days including half an hour lunch break in between. However, in exigencies of work they may be required to sit late and /or called on Saturday/Sunday and other Gazetted Holidays. Any unauthorized absence beyond seven days shall be viewed seriously and necessary process for termination of contract shall be effected with the approval of competent authority.
11. The terms of contract will not include nay increment, increase in percentage terms of otherwise and there will be no claim to regular appointment .
12. The consultant shall not be entitled to any Government Accommodation or telephone mobile facilities at the residence.
13. In case of absence from office during a working day, consultant will have to take prior permission from DG NADA
14. Mode of Selection : After the cutoff date is over, the applicants at the level of US will be called for an interview before a selection committee.
15. During the period of contract engagement, the consultant shall be subject of the provision of the Indian Official Secret Act, 1929 and hence will nto divulge any information or documents gathered by him to any person/office, not authorized to have the same. The consultant has to sign an agreement of confidentiality and also a conflict-of-interest agreement.
16. The consultant shall not utilize or disclose or part with , to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment for the agency or without the explicit consent/direction from the agency.
17. How to apply: The applications in the prescribed format (completed in all respects) along with copy of PPO, Last Pay Certificate and relevant documents may be sent through mail info.nada@nic.in or in the hard copy to be sent on the following address with in the 45 days from the date of publication of advertisement in the employment newspaper:-

Administrative cum Accounts Officer
National Anti Doping Agency Hall No. 103,104, JNL
Stadium, Delhi – 110003.

18. Other Terms and conditions:

- a. The engagement of the Consultant will be purely on contract basis.
- b. The person must be acquainted with the functioning of Central Govt. Ministries/ Department. Persons retired from the Central Government having experience of relevant field shall be given preference.
- c. The person must be able to work in MS Word, MS Excel, Power Point and should be proficient in examining the cases, noting, and drafting. Experience in Parliament & Coordination work, procurement, knowledge of GFRs, experience of working in IFD/Budget/Official Language Publicity & Awareness generation shall be preferred.
- d. Income Tax or any other tax, whichever are applicable will be deducted as per the prevailing rules at source before effecting the payment for which the Department will issue TDS certificate.
- e. The candidate will require to sign a non-disclosure undertaking.
- f. The consultant shall not exercise any statutory, legal, and financial powers.
- g. The Department may terminate the consultant's engagement in case he is unable to achieve the assigned works within the time-frame, the work assigned to him is not satisfactory to the Department and/or found lacking in honesty and integrity.
- h. Department shall also reserve the right to terminate the service of consultant at anytime giving one week notice without assigning any reason.
- i. Department reserves the right to terminate the service of consultant at any time without assigning any reason.
- j. Consultant may resign to any time giving at least one month notice to the agency.

19. Eligible candidates, in good health may submit their applications in the enclosed format before the closing date. Applications received with incomplete information or received beyond the closing date and will not be considered.

20. National Anti-Doping Agency retains the right to increase/decrease the vacancy as per the requirement or cancel the vacancy circular without any notice.


(Ajeet Singh)
Administrative cum Accounts Officer
Tele : 011-24368274
अजीत सिंह /Ajeet Singh
लेखा एवं प्रशासनिक अधिकारी
Accounts-cum-Administrative Officer
राष्ट्रीय डोप चेची एजेंसी
National Anti Doping Agency
नई दिल्ली - 110003
New Delhi - 110003

To

The Retired CSS Officers (Through DoPT's Website)

Application of the Post of Consultant [Retired US in the National Anti-Doping Agency

(Last date for receipt of application: 19.04.2024)

Applied for the post	Sr. No. _____ Post : _____	
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1	Full Name (in Capital Letters)	
2	Father's Name	
3	Date of Birth	
4	Email ID	
5	Mobile No.	
6	Age as on the closing dated of receipt of application (in YY MM DD Format)	
7	Nationality	
8	Permanent Address	

9	Correspondence address				
10	Education Qualification (Highest) - Attach self- attested copy of certificate				
11	Date of superannuation/retirement				
12	PPO Number (enclose a copy)				
13	Post held at the time of retirement				
14	Last Pay Drawn (pay Level & Pay)				
15	Language of typing skill (Hindi/Englis/Both)				
16	Transport Allowance (basis) at the time of retirement				
17	Organization superannuated from				
18	Organization superannuated from				
19	Computer Proficiency- working Knowledge of MS Office, e-office and Internet browsing				
20	Brief particulars of experience of last 10 years*				
	Post held	Organization	From	To	Experience/Nature of work

21	Any other specific information in relation to essential/desirable qualification and experience (use separate sheets, if necessary)				
22	Whether any minor penalty/major penalty was imposed during last 15 years of Govt. Service				

DECLARATION

I solemnly declare that all the statements made in the 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 incorrect, my candidature is liable to be rejected and I shall be bound by the decision of the National Anti-Doping Agency. I further declare that I was clear from vigilance angle at the time of my retirement. I have gone through and understood the eligibility criteria and the terms and conditions for engagement of consultant in National Anti-Doping Agency and accept all the terms and conditions for engagement of consultants.

Place

:

Date:

(Signature of the applicant)

Mobile:

E-Mail: