

F.No.NCSC/1/2020-UA-(Admin) [38182]
Government of India
National Commission for Scheduled Castes
(A Constitutional body set up under Article 338 of the Constitution of India)

5th Floor, Lok Nayak Bhawan
Khan Market, New Delhi
Dated: 25th November

CORRIGENDUM

Subject: Circular of even number dated 24.11.2020 regarding "Inviting Applications from retired Govt. Servants for engagement as Consultants".

With reference to the subject cited above, the entry against para 7 of the said Circular regarding "c.cell-ncsc@nic.in" may be read as: -

"c.cell-ncsc@nic.in"


25/11/2020

(Kishan Chand)

Under Secretary to the Govt. of India

Circulation/Display-

1. website of National Commission for Scheduled Castes i.e. ncsc.nic.in
2. All State Offices of NCSC
3. Notice Board
4. All officials of NCSC through email
5. M/o Social Justice & Empowerment [Shri S.S.Kumar, Dy. Secretary (Admn.), email id : kumar.ss@nic.in], Shastri Bhawan, New Delhi. It is requested that the same may be please be displayed on the website of MSJE for wider circulation.
6. Deptt. of Personnel & Training [Attention: Shri Jugal Singh, Dy. Secretary (Admn.), Room No.5A, email id : diradmin@nic.in] North Block, New Delhi. It is requested that the same may please be displayed on the website of DoPT for wider circulation.
7. Deptt. of Pension & Pensioner's Welfare [Attention: Smt. Seema Gupta, Director (Pensioner's Welfare), email id : seema.gupta75@gov.in], Lok Nayak Bhawan, New Delhi. It is requested that the same may please be displayed on the website of DoPPW for wider circulation.

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Government of India
National Commission for Scheduled Castes
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5th Floor, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated: 24th November, 2020

CIRCULAR

Subject: Inviting Applications from retired Govt. Servants for engagement as Consultants.

National Commission for Scheduled Castes (NCSC) invites applications from retired Government Servants (retired from the post of Assistant Section Officer, Section Officer, Under Secretary, Deputy Secretary, Director or equivalent from Central/State Government Ministry/ Department/ Institution, Public Sector Undertaking, Research Institution) for engagement as Consultants in NCSC Headquarter, Lok Nayak Bhawan, Khan Market, New Delhi and its regional offices at Ahmedabad, Bangalore and Thiruvananthapuram purely on temporary contract basis as per details given below: -

1. **No. of Vacancies:** 08*

05 for NCSC Headquarter in New Delhi

01 each for Ahmedabad, Bangalore and Thiruvananthapuram

*(Number of vacancies may increase)

2. **Age Limit:** Not exceeding 63 years as on closing date of application i.e. 10.12.2020.

3. **Eligibility**

Retired Government Servants (retired from the post of Assistant Section Officer, Section Officer, Under Secretary, Deputy Secretary, Director or equivalent from Central/State Government Ministry/ Department/Institution, Public Sector Undertaking, Research Institution).

Preference

Preference shall be given to those who: -

- (i) retired from Central Government Ministry/Department
- (ii) is having government email id i.e. “- - - -@gov.in” or “- - - - @nic.in”
- (iii) live in Delhi/New Delhi area
- (iv) is having experience of working in e-office
- (v) is well versed with working on computer/Microsoft office.
- (vi) is having experience of dealing with court cases
- (vii) is having experience of working in National Commission for Scheduled Castes (NCSC)/ National Commission for Scheduled Tribes (NCST)/ National Commission for Safari Karamcharis (NCSK)/ National Commission for Minorities (NCM)/ National Commission for Human Rights (NCHR).

Sham -
24/11/2020

3. **Tenure**

- (i) The initial engagement of a candidate as Consultant would be for a period of 1 year. After expiry of 1 years, his/her performance would be reviewed and if found satisfactory then his/her contract may be extended if mutually agreed to, 1 year at a time; subject to availability of vacancies and fulfilling of other requirements.
- (ii) The engagement of Consultants would be on full-time basis and he/she would not be allowed to take up any other assignment during the period of Consultancy with the NCSC.
- (iii) If a Consultant remain absent for more than 15 days without giving any intimation, then his/her consultancy tenure is liable to end automatically. The NCSC will not be liable to issue any formal communication ending his/her consultancy tenure. However, for the days he/she worked, remuneration will be paid on pro-rata basis.
- (iv) NCSC reserves the right to prematurely end the tenure of any Consultant without assigning any reason thereof.

4. **Remuneration:**

For retired ASO & equivalent	: Rs.27,000/-p.m.
For retired SO & equivalent	: Rs.35,000/-p.m.
For retired US & equivalent	: Rs.42,000/-p.m.
For retired DS/Dir. & equivalent	: Rs.45,000/-p.m.

Allowance:

Consultants will not be given any allowance/re-imbursement towards Accommodation/Rented Accommodation, Medical Treatment etc. No Telephone, Internet facility will be provided at residence. As such, no re-imbursement will be made for Telephone/Internet usage at residence. However, a lump-sum consolidated amount as details below will be paid towards conveyance, telephone/mobile expenditure, hospitality etc.: -

For retired ASO & equivalent	: Rs.1,000/-p.m.
For retired SO & equivalent	: Rs.2,000/-p.m.
For retired US & equivalent	: Rs.3,000/-p.m.
For retired DS/Dir. & equivalent	: Rs.4,000/-p.m.

TA/DA

No TA/DA will be given for joining duty as Consultant or for shifting to home-town after end of consultancy tenure. However, if a consultant is authorized by NCSC to travel to other city for discharging his/her duties as Consultant, then he/she will be paid TA/DA subject to approval of competent authority. Entitlements of retired Govt. servant in this regard would be the entitlement he/she was having at the time of retirement i.e. equivalent to the post from which he/she retired.

TAX Deduction at Source

Income-Tax and any other, as applicable, shall be deducted at source as per rules.

Shamir
29/11/2020

5. **Working Hours**

Consultants will be required to follow the normal working hours of the Commission i.e. from 9.30 AM to 6.00 PM. However, as per the exigency of work, he/she may be required to work beyond office hours and on Holidays.

Leave

A total of 8 days of leave may be given to a Consultant in a calendar year. Also, un-availed leave of 8 days or part thereof in a calendar year cannot be carried forward to next calendar year. Further, if a consultant takes more than 8 days of leave, then his/her remuneration would get reduced on pro-rate basis in the month in which he/she remained on leave.

6. **Conflict of Interest**

The Consultant shall follow all the rules and regulations of the Government of India and NCSC which are in force. The Consultant is expected to display utmost honesty, secrecy of office and sincerity while discharging the duties. In case, the services of the consultant are not found satisfactory or found in conflict with the interest of NCSC/Govt. of India, the services of the Consultant will be liable to be discontinued without assigning any reason.

7. Interested persons may apply in the enclosed proforma. The application completed in all respect may be sent by Post/Speed Post to "Under Secretary (Administration), National Commission for Scheduled Castes, Lok Nayak Bhawan (5th Floor), Khan Market, New Delhi-110003. Scanned copy of application may also be sent at email at c.cell-ncsc@nic.in with copy to kishan.chand68@nic.in However, if scanned copy of application is sent, it's original copy will have to be submitted at the time of interview.

8. The last date for receipt of applications is 10th December, 2020.



(Kishan Chand)

Under Secretary to the Govt. of India

Encl: Proforma of Application.

Circulation/Display-

1. website of National Commission for Scheduled Castes i.e. ncsc.nic.in
2. All State Offices of NCSC.
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Application for Engagement as Consultant in NCSC Office at _____.
(Ref: NCSC's Circular No. NCSC/1/2020-UA-(Admin) [38182] Dated: 24.11.2020)

BIO-DATA

Affix a
latest
passport

1. Personal Particulars

(i)	Name	
(ii)	Father's Name	
(iii)	Nationality	
(iv)	Residential Address	
(v)	Mobile No.	
(vi)	E-mail-ID	
(vii)	Date of Birth	
(viii)	Date of Retirement	
(ix)	Post held at the time of Retirement	
(x)	Educational Qualification from 102th onwards	
	Standard	Passing Year
		Board/University
		% of Marks

2. Details of past employment/experience (in Chronological order for last 10 years)

S.N.	Period		Details of Organization	Post Held + Pay Level	Assignments
	From	To			
1					
2					
3					
4					
5					
6					
7					
8					

(Additional rows may be added, if required)

3. Additional Information (experience reg.):-

S.N.	Information Detail	YES/NO								
(i)	Have a working government email id i.e. - - - - @gov.in <u>or</u> - - - - @nic.in									
(ii)	Have experience of working on Computer (Microsoft Office)									
(iii)	Have experience of dealing with SFC/EFC/Note for Cabinet									
(iv)	Have experience of dealing with court cases									
(v)	Have experience of dealing with Budget and Accounts matters									
(vi)	Have dealt with welfare schemes of the Government. If so, details of schemes dealt with: - <table border="1"><thead><tr><th>S.N.</th><th>Name of Scheme Dealt with</th></tr></thead><tbody><tr><td>(a)</td><td></td></tr><tr><td>(b)</td><td></td></tr><tr><td>(c)</td><td></td></tr></tbody></table> (Additional rows may be added, if required)	S.N.	Name of Scheme Dealt with	(a)		(b)		(c)		
S.N.	Name of Scheme Dealt with									
(a)										
(b)										
(c)										

4. Additional Information (last drawn pay/pension reg.): -

S.N.	Information Detail	In Rupees
(i)	Last Pay drawn at the time of retirement (Basic) [excluding D.A. and other allowances]	
(ii)	Pension Fixed (Full Pension without commutation)	

UNDERTAKING/DECLARATION

Certified that the information furnished above are true and correct to the best of my knowledge and belief. I understand that in case any of the information furnished above is found to be false/inaccurate at any stage before or after my engagement as Consultant, my engagement is liable to be cancelled and I may also be held liable legal, other action as per rules.

Dated:

Signature

(Each Page of Application shall be signed)

Place:

(Name in Capital Letters)

Details of Documents Enclosed: -