

No. NCSC-Adm.019/6/2022-ADMIN [57901]  
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: 07<sup>th</sup> June, 2024

**Notice for Engagement of 28 Consultants (Retired from Government Services) in NCSC purely on contract basis**

**Subject: Engagement of 28 Consultants (Retired from Government Services) in National Commission for Scheduled Castes, New Delhi.**

National Commission for Scheduled Castes (NCSC), Govt. of India, New Delhi invites applications for engagement of 28 Consultants; purely on contract basis. Instructions for filling up of application form, eligibility conditions and other details are given in Annexures.

2. The interested candidates may fill up application form and the declaration as given in Annexures and send the same online through email only to the undersigned at email id [ccell-ncsc@nic.in](mailto:ccell-ncsc@nic.in). Last date for submission of application is 20 days from the date of publication of advertisement to this effect in Newspaper/Employments News, whichever is later. Incomplete applications, applications received after the due date will be summarily rejected.

Encl: As Above



(D. K. Gupta)  
Under Secretary to the Govt. of India  
Tel. 011-24606840

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

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

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**Eligibility & other Conditions for engagement of Consultant (Retired from Government Services) in NCSC**

1.	Name of the Position	Consultant
2.	Number of Vacancies	Eligibility
	(i) 14*	(i) Retired employees of Central/State Governments, Central/State Governments Statutory body/ Autonomous Organization of the rank of Under Secretary and equivalent (Level 11 of pay matrix) or Section Officer and equivalent having 5 years' services in level 08 of pay matrix possessing experience of handling legal matters/establishment matters /administrative matters/ accounts/ complaints & grievances etc. Candidates shall also have adequate knowledge of working on computer.
	(ii) 14*	(ii) Retired employees of Central/State Governments, Central/State Governments Statutory body/ Autonomous Organization of the rank of Section Officer (Level 08 of pay matrix) and equivalent or Assistant Section Officer and equivalent having 5 years' services in level 07 of pay matrix possessing experience of handling legal matters/establishment matters /administrative matters/ accounts/ complaints & grievances etc. Candidates shall also have adequate knowledge of working on computer.
3.	Mode of Engagement	Purely on Contract Basis. The contractual engagement shall 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.
4.	Place of Posting	New Delhi (HQ), Ahmedabad, Agartala, Bengaluru, Chennai, Chandigarh, Guwahati, Hyderabad, Kolkata, Lucknow, Mumbai/Pune, Patna, Trivandrum
5.	Period of Contract	Initially for a period of one year (The contract may be further extended on yearly basis depending upon the vacancies, performance report and willingness of the Consultant)
6.	Remuneration	i. A fixed monthly amount as consultancy fees 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. ii. Tax Deduction at Source (TDS), as admissible, shall be deducted from the monthly remuneration of the consultant. iii. Fixed amount of transport allowance for the purpose of commuting between the residence and the place of work shall

		<p>be allowed not exceeding the rate applicable at the time of their retirement. However, retired employees engaged as Consultant may be allowed TA/DA on official tour, if any, as per their entitlement at the time of their retirement.</p> <p>iv. No Dearness allowance, HRA, Provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits as available to the regular Central Government officer.</p>
7.	Expertise	<p>i. Must be well acquainted with the functioning of Government/Ministries Departments.</p> <p>ii. Should be well aware of various rules/regulations of Government of India, capable to handle policy matters, administrative matters, framing of Recruitment Rules, General Administration matters, Vigilance matters, Cash matters, Financial matters, Parliamentary matters, Budget matter etc.</p> <p>iii. The Consultant shall be required to independently handle Noting, Drafting, Examination of case, Tender related work, GEM/PFMS related works etc.</p> <p>iv. Must have very good working knowledge of computer (MS Office/E-Office/ Internet/E- mail).</p>

\*subject to increase or decrease.

### Other Conditions of Engagement

1. **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
2. **Leave:** Paid leave @ 1.5 days for each completed month, subject to approval of controlling officer. There will be no accumulation of leave beyond a calendar year
3. **Performance Appraisal:** A monthly 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 the same would be the basis for further continuation or termination of the consultant, as the case may be.
4. **Termination:** National Commission for Scheduled Castes may terminate the contract for engagement as consultant at any time 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) fails to do the work within the prescribed time.
  - (iv) lacking in honesty and integrity.
  - (v) The Commission also reserves the right to terminate the contract unilaterally by giving 15 days' notice. The Consultant shall 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.
5. **Applicability of Official Secrets Act & other relevant Acts/Rules etc.:** Consultant shall be governed by the Official Secrets Act, 1923 and shall not disclose any information /data that they may gather by virtue of being Consultant in NCSC, 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. Consultant must work and act at all times, in the interest of the Commission and render service with professional integrity, transparency, competitiveness and courtesy.
6. **Submission of Files/Cases:** Consultants will be required to submit their files/cases through their controlling officers.
7. **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.
8. The NCSC 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.

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

Recent passport  
size photo of  
Applicant

1. Name:
2. Father's /Spouse Name: -
3. Date of Birth: -
4. Gender: -
5. Category – SC/ST/OBC/GEN/EWS -
6. Mailing Address: -

Tel./Mobile No.: -

E-mail address: -

7. Permanent Address:
8. Proof of retired government servant –
9. Working Experiences (last ten years) -

Sl. No.	Name of organisation	Duties performed	From	To	Total period

10. 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

11. Is any relative/known working in NCSC. If so, details thereof: -

12. 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 with full name of the applicant)

**Undertaking for engagement as Consultant in  
National Commission for Scheduled Castes**

To

Under Secretary  
National Commission for Scheduled Castes  
5<sup>th</sup> Floor, Loknayak Bhawan,  
Khan Market, New Delhi – 110003.

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

Sir,

I, .....(name), hereby accept all the terms & conditions as mentioned in NCSC's advertisement issued vide No. NCSC-Adm.019/6/2022-ADMIN [57901] dated ..... 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: \_\_\_\_\_