

F.No. 380/ Consultants/ NCGG/ 2021-22 /240  
National Centre for Good Governance  
Dept. of Administrative Reforms & Public Grievances  
Government of India

4<sup>th</sup> floor, Block IV, Old JNU Campus,  
New Mehrauli Road, Delhi, 110067

Dated 24 March, 2023

**Circular**

**Subject:** Extension of timeline for submission of applications to work as Consultant (Establishment & Administration) and Consultant (Finance & Accounts) in NCGG till 31<sup>st</sup> March, 2023 (5.00 PM).

This is in continuation of NCGG circular dated 10<sup>th</sup> March, 2023 regarding hiring of services of consultants. The last date of submission of applications for working as Consultant (Establishment & Administration) and Consultant (Finance & Accounts) is hereby extended by one week. Applications may be submitted latest by 31<sup>st</sup> March, 2023, by 5.00 PM through email to [ncgg-dopt@nic.in](mailto:ncgg-dopt@nic.in), in the prescribed format as detailed in earlier circular dated 10<sup>th</sup> March, 2023.



( Dr. Gazala Hasan )

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**F.No. 380/consultant /NCGG/2021-22**  
**National Centre for good Governance**  
**Department of Administrative Reforms and Public Grievances**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Government of India**

Block-IV, 04<sup>th</sup> Floor, Old JNU Campus  
New Mehrauli Road, New Delhi-110 067  
Dated 10-03-2023

**CIRCULAR**

**Subject: Hiring of services of two retired Government officers (Central Government) as Consultant in NCGG, New Delhi on contract basis-regarding.**

Services of two retired government officers are proposed to be hired as consultants (one to handle administrative & establishment related work and another for finance & account related matters) in the NCGG as per the details below.

1.) Eligibility criteria, scope of work and working experience for Consultant (Establishment & Administration):-

1.	Number of consultant to be engaged	01 ( One)
2.	Eligibility Criteria	I.) Officers retired from Central Government Department as Dy./ Under Secretary in the pay level-11/12. II.) Applicant age should be below 62 years on the date of submission of application.
3.	Scope of work	All Establishment & Administration matters.
4.	Working experience	I.) Experience of handling establishment and administrative related matters like recruitment, promotion, pay fixation, MACP, preparation, amendments of Recruitment rules, procurement etc. II.) Must have good working knowledge of computer (MS Word/ e-office/ Internet/ E-mail).
5.	Period of engagement	The initial engagement as Consultant shall be for a period of one year, which may be extended, based on the requirement of NCGG, performance and health of the Consultant.
6.	Job Location	NCGG Head office New Delhi.

7.	Remuneration and other allowances	Fixed remuneration and allowances as per the instructions of Ministry of Finance, Dept. of Expenditure- OM- No. 3-23/2020-E.IIIA dated 9 <sup>th</sup> December 2020.
8.	Leave	1.5 days of paid leave for each completed month of service. "No work no pays" will be applicable during the period of contract, if more than prescribed leave will be taken. Accumulation of leave beyond a calendar year is not allowed.
9.	Working hours	Working hours shall be from 9.00 a.m to 5.30 p.m. (Monday to Friday). No extra compensation will be paid apart from consolidated remuneration admissible even if an official attends office beyond normal office hours or on holidays.
10.	General Terms & Conditions	<p>I.) Eligible retired officers should be in good health.</p> <p>II.) The Consultant should maintain absolute confidentiality of the information handled by him / her during the contract period and even after termination of Contract, failing which the Consultant will be liable for suitable action. For this, he / she is required to give a non-disclosure undertaking.</p> <p>III.) The consultant shall have to perform duties/services as assigned to him/ her by necessary skills, diligence, efficiency and economy.</p> <p>IV.) The consultant shall not be entitled to any TA/DA for joining the appointment.</p> <p>V.) Engagement may be terminated at any time by the competent authority without assigning any reason or notice.</p>
11.	Last date for receipt of application	Interested and eligible candidates may submit their application in prescribed Performa available on the website latest by 24/03/2023 by 5.30 PM through email to <a href="mailto:ncgg-dopt@nic.in">ncgg-dopt@nic.in</a> .

2.) Eligibility criteria, scope of work and working experience for consultant (Finance & Accounts):-

1.	Number of consultant to be engaged	01 ( One)
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2.	Eligibility Criteria	<p>I.) Officers retired from Central Government Department as AAO/ A.O/ Sr. A.O. in the pay level-9/10.</p> <p>II.) Applicant age should be below 62 years on the date of submission of application.</p>
3.	Scope of work	All Finance & Accounts related matters.
4.	Working experience	<p>I.) Experience of handling all Finance and Account related matters, Knowledge of GFR, DFPR and procurement manuals, Civil Accounts Manual, pay fixation/ MACP, procurement etc.</p> <p>II.) Must have good working knowledge of computer (MS Word/ e-office/ Internet/ E-mail).</p>
5.	Period of engagement	The initial engagement as Consultant shall be for a period of one year, which may be extended, based on the requirement of NCGG, performance and health of the Consultant.
6.	Job Location	NCGG Head office New Delhi.
7.	Remuneration and other allowances	Fixed remuneration and allowances as per the instructions of Ministry of Finance, Dept. of Expenditure- OM- No. 3-23/2020-E.IIIA dated 9 <sup>th</sup> December 2020.
8.	Leave	1.5 days of paid leave for each completed month of service. "No work no pays" will be applicable during the period of contract, if more than prescribed leave will be taken. Accumulation of leave beyond a calendar year is not allowed.
9.	Working hours	Working hours shall be from 9.00 a.m to 5.30 p.m. (Monday to Friday). No extra compensation will be paid apart from consolidated remuneration admissible even if an official attends office beyond normal office hours or on holidays.
10.	General Terms & Conditions	<p>I.) Eligible retired officers should be in good health.</p> <p>II.) The Consultant should maintain absolute confidentiality of the information handled by him / her during the contract period and even after termination of Contract, failing which the Consultant will be liable for suitable action. For this, he / she is required to give a non-disclosure undertaking.</p> <p>III.) The consultant shall have to perform duties / services as assigned to him/ her by necessary skills, diligence, efficiency and economy.</p>

		IV.) The consultant shall not be entitled to any TA / DA for joining the appointment. V.)Engagement may be terminated at any time by the competent authority without assigning any reason or notice.
11.	Last date for receipt of application	Interested and eligible candidates may submit their application in prescribed Performa available on the website latest by 24/03/2023 by 5.30 PM through email to <a href="mailto:ncgg-dopt@nic.in">ncgg-dopt@nic.in</a> .

3.) The persons who fulfil the eligibility criteria as mentioned above and willing to work a consultant on the terms and conditions mentioned above, must submit their application latest by 24/03/2023 by 5.30 PM through email to [ncgg-dopt@nic.in](mailto:ncgg-dopt@nic.in), in the prescribed format enclosed as Annexure-I,

4.) Further, for selection purpose, decision of the Selection Committee will be final and binding on all candidates. Application received with incomplete information or received beyond the closing date / time will not be considered and summarily rejected without any further communication.


(Dr. Gazala Hasan)

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Applications are invited from the retired Central Government officials for engagement of 02 Consultants in the National Centre for Good Governance on contract basis for a period of one year. The details are available on the website of the Centre (<http://www.ncgg.org.in>). Interested and eligible candidates may submit their application in prescribed Performa available on the website latest by 24/03/2023 by 5.30 PM.

  
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