



F.No. No. L.33/2024-NCGG (C.No. 8765)
Government of India
Ministry of Personal, Public Grievances and Pensions
Department of Administrative Reforms and Public Grievances
National Centre Good Governance

New Delhi, the 21st October, 2024

ENGAGEMENT OF CONSULTANT

The National Centre for Good Governance (NCGG) under the Department of Administrative Reforms & Public Grievances invites applications from eligible candidates for the following positions:

Job Title	Consultant (Private Secretary-PS)	Consultant (Personal Assistant-PA)
No of Consultants	1 (One)	1 (One)
Period of engagement	For one year, which may be extended, based on the requirement of NCGG, performance and health of the Consultant.	
Job Location	NCGG Head Office, Jai Singh Road, New Delhi -110001	
Eligibility	Retired PS/PPS in the Pay Level - 10/11 from the Central Govt. offices.	Retired PA/PS in the Pay Level - 8/10 from the Central Govt. offices.
Age Limit	Should be less than 62 years on the date of submission of the application.	
Experience	Knowledge of Stenography in English (Min. speed- 100WPM) Proficiency in computer - Transcription: 40 minutes (English) 55minutes (Hindi) only on Computers Having experience of working as PS / PPS with senior government officers.	Knowledge of Stenography in English (Min. speed- 80WPM) Proficiency in computer - Transcription: 40 minutes (English) 55 minutes (Hindi) only on Computers- Having experience of working as PA / PS with senior government officers.
Remuneration	Fixed remuneration and allowances as per the instructions of Ministry of Finance, Department of Expenditure – OM No 3-25/2020-E.III A dated 09.12.2020.	
Leave	1.5 paid leave for every month	
Working hours	Normal Office timing from 9:30 AM to 6:00 PM. Marking Biometric attendance is mandatory. Exigencies of work may require staying beyond office hours and working on Saturday/Sundays and Gazetted Holidays	
Terms of engagement	The engagement will be on contract basis, which is purely dependent on work performance.	

2. The persons interested and who fulfill the eligibility criteria may submit their application in the prescribed Proforma (Annexure-I) to **email ID: recruitment-ncgg@gov.in** on or before **05-11-2024**.



3. 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.

P. Mathew
21/10/24

(Prisca Mathew)
Chief Administrative Officer and Consultant,
National Centre for Good Governance
Department of Administrative Reforms and Public Grievances
Tel: 011-21401189



Annexure - I

**Proforma - application for Engagement as Consultants to work as Private Secretary /
Personal Assistant in NCGG, New Delhi**

Name of the retired personnel					
Father's Name / Spouse's Name					
Date of birth					
Last designation held					
Name of the Department from where retired					
Date of retirement					
PPO No.					
Last pay Drawn and level					
Monthly Pension sanctioned					
Present Address					
Contact No.(Mobile)					
Email ID					
Educational Qualification					
Details of Experience (In chronological order - Add a separate sheet if required)					
S.No.	Organization/Ministry/Department	Post Held	From	To	Nature of work/Office where worked with

Following documents may be attached:

- (i) Copy of the detailed CV
- (ii) Last Pay certificate
- (iii) Copy of the Retirement order

Declaration

I hereby certify that the statements made & documents submitted in this Performa are true and accurate to the best of my knowledge and belief. I understand that if any information and document provided is found to be false or withheld at any stage, my candidature may be rejected. Furthermore, in the event of my selection any discrepancies or omissions discovered may result in the termination of my engagement without prior notice.

Date:
Place:

Signature: _____

Name: _____