

F.No. 380/Estt./NCGG/2022-23  
National Centre Good Governance  
Department of Administrative reforms and public Grievances  
Ministry of Personal, Public Grievances and Pensions  
Government of India

Block- IV, 04<sup>th</sup> floor, Old JNU campus  
New Mehrauli road, New Delhi 110067

Dated 12 -05-2023

**Circular**

**Subject:** Hiring of services of a retired Government officer to work as PS/ PPS in NCGG, New Delhi on contract basis-regarding.

It is proposed to engage a retired PS/ PPS of Central Govt. service to render their services to NCGG initially for one year (can be extended further) as per details given below:

Name of post	PS/ PPS
Total number of vacancies	1
Period of engagement	For one year (can be extended further)
Job Location	NCGG Head office at New Delhi -110067
Eligibility criterion	Officers retired in the pay level- 9/10/11 from the Central Govt. offices.
Age eligibility	Should be less than 62 years
Experience	<ul style="list-style-type: none"><li>- Knowledge of Stenography in English (Min. speed- 80 WPM)</li><li>- Typing speed: 35 WPM</li><li>- Efficient with use of Desktop &amp; Laptop.</li><li>- Having experience of working as PS/ PPS with senior government officers.</li></ul>
Remuneration	Last pay drawn minus pension plus TA in terms of D/o Expenditure's OM No. 3-25/2020-E.IIIA dated 09.12.2020
Leave	1.5 paid leave for every month
Working hours	<ul style="list-style-type: none"><li>- Normal Office timing from 9:30 AM to 6:00 PM.</li><li>- Marking Biometric attendance is mandatory</li><li>- At times, may have to devote more time than usual to meet the exigencies of work</li></ul>
Terms of engagement	The engagement will be on contract basis, which is purely dependent on work performance and will be governed by D/o Expenditure's OM No. 3-25/2020-E.IIIA dated 09.12.2020.
Last date for receipt of application	Interested and eligible candidates may apply in prescribed Proforma (along with CV) available on the website latest by 29/05/2023 by 5:30 PM through email to nccg-dopt@nic.in

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.

*G Hassan*  
*19/5/23*

**(Dr. Gazala Hassan)**

In-charge administration  
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**Proforma for application from Retd. PS/PPS**

Name of the retired personnel	
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	
Bank Account Details: Name of Bank: Branch: Account No.: IFSC Code:	
Contact No.	
Email ID	
PAN No.	

Following documents are attached

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

Signature

( Name )