

**F.No. 368/Estt./NCGG/2022-23**  
**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 2-05-2023

Circular

**Subject:** Engagement of a retired Government officer as Consultant in the National Centre for Good Governance(NCGG), New Delhi on contractual basis- regarding

It is proposed to engage a retired Government officer to work as Consultant on full time basis in the National Centre for Good Governance(NCGG) on contract basis.

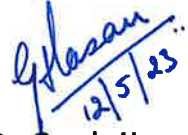
2. The eligibility criteria, terms and conditions and remuneration are as follows: -

Eligibility condition	Officers retired from Central Government Department in the rank of Joint Secretary or equivalent grade having pay level-14 and above .
Scope of work	All matters related to administration, establishment and programmes etc.
Period of engagement	The initial engagement as Consultant will be for a period of one year, which may be extended, based on the requirement of NCGG, performance and health of the Consultant(s).
Job Location	NCGG office at Old JNU Campus, New Delhi-110067. May have to travel to Mussoorie.
Remuneration	i) As per Ministry of Finance, Dept. of Expenditure vide OM No. 3-25/2020-E.IIIA dated 9-12.2020-
Leave	1.5 days of paid leave for each completed month of service. "No work no pay" will be applicable during the period of contract, if more than prescribed leave will be taken. Accumulation of leave beyond a calendar is not allowed.
Working hours	Working hours shall be from 9.30 a.m to 6.00 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.
Working experience	Experience of work at Senior Level of Joint Secretary or equivalent grade or above to handle matters related to General Administration, Personnel Management and Programmes related to Capacity Building, best practises and International cooperation.

Last date for receipt of application

Interested and eligible candidates may submit their application in prescribed Performa available on the website latest by 29/05/2023 by 5:30 PM through email to [ncgg-dopt@nic.in](mailto:ncgg-dopt@nic.in)

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.




( Dr. Gazala Hasan)

Asstt. Professor & I/c Admn ,  
National Centre of Good Governance  
Block-IV, 04<sup>th</sup> Floor, Old JNU Campus  
New Mehrauli Road, New Delhi-110 067.

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Applications are invited from the retired Government officials for engagement of a 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>) under the heading" Recruitment". Interested and eligible candidates may submit their application in prescribed Proforma available on the website latest by 29.05.2023.

  
( Dr. Gazala Hasan )  
Asstt. Professor &  
I/c Admn

**Application Format for Engagement of Consultant in NCGG, New Delhi**

1	Name			
2	Father's Name/ Husband's name			
3	Date of Birth			
4	Nationality			
5	E-mail ID with Telephone/ Mobile No.			
6	Date of Retirement and the post from which retired (enclose copy of retirement order)			
7	PPO Number ( enclose copy)			
8	Name of Ministry/ Department from which retired			
9	Address for communication			
10	Educational Qualification			
11	Details of experience (Add a separate Sheet if required)			
	Organization/Ministry/Department	Period	Nature of Work	Remarks
		From	To	

Copy of the detailed CV enclosed.

Signature

( Name )

## Declaration

I, \_\_\_\_\_ do hereby declare that particulars furnished above are true and correct to the best of my knowledge. I understand and agree that in the event of any information being false/incorrect/incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of National Centre of Good Governance, in this regard. All the terms and conditions of engagement as mentioned in the circular are acceptable to me.

Signature

Place:

Date:

Full Name of the applicant