

F. No.40001/09/2015/NSDA
National Skill Development Agency
Ministry of Skill Development & Entrepreneurship
Govt. of India
Kaushal Bhawan, B-2 Pusa Road, New Delhi

Engagement as Consultants in National Skill Development Agency (NSDA)

Applications are invited from only retired Government official who are interested in engagement as Consultant on contract basis on fixed fee for a period of one year from the date of engagement or till the regular posts against which the Consultants are taken are filled up, whichever is earlier. The persons who are engaged as consultants will be paid fixed consolidated amount as fee as below:

Person required to function as	Consolidated fee payable (Rs.)
Consultant (Skill Development) (1)	35,000
Consultant (PRO) (1)	30,000
Consultant (Account) (1)	25,000
Consultant (Support) (3)	25,000

Eligibility conditions are as follows:

1. Qualifying conditions and related work experience

Positions	Work experience of retired officials	Field of Experience
Consultant (Skill Development) (one)	Retired Deputy Secretary or equivalent level (Grade Pay Rs. 7600/-), or 3 years experience at Under Secretary or equivalent level (Grade Pay Rs. 6600/-)	Having worked for Technical Education field, Vocational Education, Quality assurance Framework, and skill development related activities.
Consultant (PRO) (one)	3 years experience in the Grade Pay Rs.5400/-, or 5 years in case of Grade Pay Rs.4800/- in Ministry/Para Military/ Armed Forces	Experience of handling protocol functions of VVIPs, fixing/ arranging meetings, liaison work and related activities involved in public relation work.
Consultant (Accounts) (one)	3 years as Accounts Officers in the GP Rs.4800/- or 5 years in the GP Rs.4600/-	Work experience in PSUs/ Autonomous or commercial establishments under the Govt of India with extensive knowledge of preparation of bills and accounts following double entry/commercial system.



		Preference will be given to those having knowledge of Government of India Rules and Regulations.
Consultant (Support) (three)	3 years as Private Secretary/Sr. P.A. in the GP of Rs.4600/-	Three years experience as Private Secretary/Sr. P.A. in Government of India Ministry/Departments.

2. Age limit:

Retired Government Officers who have not attained the age of 62 years on last date fixed for receipt of applications in NSDA may apply.

3. Last date of Receipt of Application:

Retired Government officers who fulfil the required conditions and wish to be considered against these positions may send their applications by post to

Principal Consultant,
National Skill Development Agency,
Ministry of Skill Development & Entrepreneurship,
Govt. of India,
Kaushal Bhawan, B-2 Pusa Road.

The application complete in all form should reach NSDA office within 15 days from the date of advertisement in News paper. The applications should be in prescribed format and sent with photocopies of Pension Payment/Authorisation Orders, pay drawn and work experience certificates duly certified by the previous employers(s) as proof thereof.

Application received after last date fixed for receipt of applications will not be entertained.

4. For other Terms and Conditions and format of application please see Annexure-I to Annexure -III.



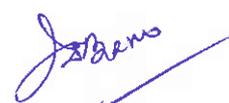
Terms and Conditions

(For the position of Consultant (Skill Development), Consultant (PRO), Consultant (Accounts) and Consultant (Support))

1. Only retired Government Servants with requisite experience as prescribed would be hired as consultant.
2. The appointment of Consultants would be full time basis and they would not be permitted to take up any other assignment during the period of Consultancy with NSDA.
3. The headquarters will be in the National Skill Development Agency at New Delhi. The Consultants will work in the Agency and will perform such work as may be assigned to them from time to time.
4. Period of engagement will be for one year from the date of joining, which may, at the discretion of competent Authority be either extended or curtailed.
5. The appointment is of a temporary (non-official) nature and the appointment can be cancelled at any time without assigning any reason thereof.
6. The consultant will be entitled to 8 days paid leave during the period of engagement in a calendar year. For service less than twelve months in any calendar year leave admissibility will be calculated on pro rata basis in that calendar year. However, unavailed leave cannot be carried forward in case of extension beyond one year. Fee will be deducted proportionately if the Consultant does not attend office on any working day other than 8 paid leave.
7. The Consultants will not be entitled to any allowance/perquisite such as HRA, CCA, DA, LTC, Residential accommodation, medical facility etc.
8. No TA/DA would be admissible to them for joining the assignment or on completion of assignment. They will however be entitled to TA/DA for local tour in India as per rules applicable to serving officials holding Grade Pay as below:

Position	Rate of TA/DA applicable on Tour
Consultant (Skill Development)	As applicable to persons holding Grade Pay of Rs.6600/-
Consultant (PRO)	Aa applicable to persons holding Grade Pay of Rs. 5400/-
Consultant (Accounts) and Consultant (Support)	Applicable to persons holding Grade Pay of Rs..4600/-
	Applicable to persons holding Grade Pay of Rs.4600/-

9. They will be required to maintain office time, decorum, discipline as expected of a regular Central Government employee.
10. TDS will be deducted as per the prevalent rules and necessary TDS certificates will be issued.
11. A retired Govt official appointed as Consultant shall continue to draw pension and the dearness relief on pension during period of his engagement as consultant. His/her engagement as Consultant shall not be considered as re-employment.



12. NSDA shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging/ equipment or vehicles of the personnel.
13. The Consultant shall not claim any benefit/ compensation/ absorption/ regularisation of service with this office under the provision of the Industrial dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
14. The personnel may be called on Saturdays, Sundays, and any other holidays, if required. They shall not be entitled to any compensatory leave in lieu thereof.
15. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have wilfully suppressed any material information, he/she will be liable for termination in addition to any administrative and/or legal action as may be deemed necessary.
16. The Consultants will not, except with the previous sanction of the National Skill Development Agency or in the bona fide discharge of his/her duties as aforesaid, publish a book himself or herself or through a publisher or contribute an article to a book or compilation of articles or participate in a TV telecast/ Radio broadcast or contribute an article or write a letter to a newspaper pseudonymously or in the name of any other person, if such book, article, telecast/broadcast or letter relates to a subject, which is connected with the work aforesaid, not only during the period of this job contract but also thereafter.
17. During the period of assignment with the National Skill Development Agency, it is likely that Consultants may come across certain information of importance or secret nature. Consultants would, therefore, be subject to the provisions of the Indian Official Secrets Act, 1923, not only during the period of your assignment, but also thereafter. More importantly, Consultants will not divulge any information gathered by him/her during the period of his/her assignment to anyone unless authorised by competent authority to do so.
18. Interested candidates should submit the application as attached in Annexure-II within the prescribed date along with the copy of the Pension Payment Order or any other pension document or proof of retirement from service issued by the last employer. On selection they will be required to submit an "Agreement of contract for engagement as consultant" as prescribed in Annexure -III.



Annexure –II

Format of Application for engagement as Consultant in National Skill Development Agency

Passport
Size
Photograph

1. Name
2. Father's Name
3. Date of Birth & Nationality
4. Date of entry into service
5. Date of retirement
6. Name of office from where he has retired.
7. Mailing Address
8. Permanent Address
9. E-mail ID
10. Position held in last ten years

Sl. No.	Designation, name of office/ Ministry/ Department served and Place of posting	Scale of pay and Grade Pay held	From	To	Brief nature of work performed

11. Technical skills acquired, if any
12. Computer knowledge
13. Present employment and Details, if any.



14. Please provide (in not more than 150 words) details on suitability of your candidature for the position on the basis of your previous experience.

15. Number and date of the Pension Payment Order, or any other pension document or proof of retirement issued by the last employer. (Please attach a copy of the document showing pension drawn by the applicant).

Place:

Date

Signature
(Name of candidate)
Contact No:

A handwritten signature in blue ink, appearing to read 'J. Bano', with a long horizontal stroke extending to the right.

AGREEMENT OF CONTRACT FOR ENGAGEMENT AS CONSULTANT

I(name of person in Capital letters).
Son/daughter/wife of Resident of
..... do hereby agree and affirm as follow:

1. That I have applied for the position ofand in consideration of the application I have been offered to be engaged as consultant. in the National Skill Development Agency, an Autonomous Body under the Ministry of Skill Development and Entrepreneurship, Government of India (herein after called "Agency") vide the Agency's offer letter number dated (herein after called "offer letter"), for the period of one year.
2. That I have been conveyed the Terms and Conditions of engagement as Consultant in the offer letter and I have agreed to the same.
3. I also agree that my engagement with the National Skill Development Agency is for a limited period, as indicated in the offer letter and I shall not have any claim to any existing or future regular post in the Agency.
4. I also agree that the Agency has full right to terminate my contract of engagement as Consultant if I am found wanting in any manner in discharge of any assignment given to me to discharge as Consultant.

Signed on this day of (month)..... Year..... at New Delhi.

Witness:
Name:
Address:

(Signature)
Name of Person

