



No. NCST-11027/1/2022-Estt.  
Government of India  
National Commission for Scheduled Tribes

6<sup>th</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi  
The 11<sup>th</sup> November, 2022

CIRCULAR

**Subject: Engagement of retired Central Government officers as Consultant on contract basis in the National Commission for Scheduled Tribes- inviting applications - reg.**

The National Commission for Scheduled Tribes, a Constitutional Body, invites applications from eligible and desirous candidates retired from Central Government having considerable experience of functioning of Central Government Ministries/Departments for engagement of two full time Consultants on contractual basis.

**2. General Conditions:**

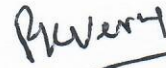
- (i) **Period of engagement:** initially for a period of one year which is extendable further subject to satisfactory performance.
- (ii) **Job location:** National Commission for Scheduled Tribes, Lok Nayak Bhavan, Khan Market, New Delhi.
- (iii) **Qualification and experience:** Should have retired as ASO/SO/Under Secretary or equivalent from a Central Government Ministry/Department/Office. Should have rich experience in handling establishment matters and should be well conversant with MS-Office and e-office.
- (iv) **Age:** Age should be less than 63 years as on 25<sup>th</sup> November, 2022.
- (v) **Remuneration:** The Fixed monthly remuneration of the Consultant will be regulated as per the Department of Expenditure OM No. 3-25/2020- E. IIIA dated 09.12.2020, i.e., Last pay drawn minus pension plus transport allowance not exceeding the amount admissible at the time of retirement. The consultant will not

be entitled for any kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, transport facilities and staff car.

(vi) **Working hours:** Normal Office timings are from 9:30AM to 6:00PM. May also be required to attend office on holidays depending on exigencies of work.

3. The applications in the enclosed prescribed format (Annexure) (completed in all respects) along with copy of PPO and Last Pay Certificate/Pay Slip may be sent by e-mail/post to **the Under Secretary, National Commission for Scheduled Tribes, A Wing, 2nd Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003, email: us@ncst.nic.in** by **6.00 PM of 25<sup>th</sup> November, 2022**. Applications received with incomplete information or received beyond the closing date will not be considered.

4. NCST retains the right to curtail the requirement without any notice.



(Rajesh Kumar Verma)  
Under Secretary to the Government of India  
Tel: 011-24657271  
E-mail: us@ncst.nic.in

To

1. All Ministries/Departments of the Government of India
2. The Under Secretary (CS-I), Department of Personnel & Training, Lok Nayak Bhawan, New Delhi- with a request to upload the same on the DoPT website for wider publicity.
3. NIC, NCST for uploading the circular on NCST website.



## ANNEXURE

APPLICATION FOR ENGAGEMENT AS CONSULTANT ON CONTRACT BASIS IN  
THE NATIONAL COMMISSION FOR SCHEDULED TRIBES

1	Name			
2	Date of birth			
3	Email id			
4	Mobile Number			
5	Residential address			
6	Educational Qualification			
7	Date of entry into Government service			
8	Date of retirement			
9	Post held at the time of retirement			
10	Last pay drawn( pay level and pay)			
11	Amount of pension before commutation ( Attach copy of PPO )			
12	Transport allowance at the time of retirement(attach proof(pay slip))			
13	Organisation from which retired			
14	Organisation currently working, if any			
15	Working knowledge of MS-Office, e-office			
16	Experience details of Establishment matters (attach separate sheet if required)	Post held/ Ministry/Deptt	Duration	Experience/nature of work

Undertaking

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this circular and accept all the terms and conditions for engagement of consultants.

Place:

Date:

(Signature of the applicant)