No.6-1/2015-R-II//136
National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi – 110 016.
Recruitment Section-II

Dated: 22nd July, 2020

Subject: Engagement of retired persons as Consultant (Contract Basis) - extension of last date of receipt of application.

The undersigned is directed to hereby inform that last date for the receipt of application in respect of vacancy advertisement No. **Advt. No. R-II/NCERT/Consultant/2020** is hereby extended upto 05-08-2020.

Copy of the advertisement referred above is enclosed as Annexure-I.

Under Secretary
Recruitment Section-II

Head, DICT, CIET with the request to kindly upload the same on the Website of NCERT at the link Announcement>Vacancy>Non-Academic.

Copy to:

1. PS to Director, NCERT
2. PS to Joint Director, NCERT
3. PA to Secretary, NCERT
4. PS to Joint Director, CIET

3946/DICT
23/7/2020

FNA
23/07/2020

H/DICT
DSCIET
cc: PS to JD

137/SD(AE)
23/7

Please upload.
24.7.2020

Lab 201

No.6-1/2015-R-II/
National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi – 110 016.
Recruitment Section-II

Advt. No.R-II/NCERT/Consultant/2020

As per the details given below, National Council of Educational Research and Training (NCERT) invites applications for preparing a panel of the Consultants (on Contract Basis):

Sl. No.	Name of the post	Essential Qualifications/Experiences:	Scope of Work/Job Responsibility
1	Deputy Secretary	1. From amongst the persons who already retired or retiring upto 31.12.2020 from the post of Deputy Secretary and above from the Central /State Government offices or Autonomous Bodies under Central/State Government with Grade pay of Rs.7600/- or above and having experience of working in Administrative matters. 2. Having knowledge of Rules and Regulations of the NCERT. 3. Knowledge of working on Computer.	The Consultants will be required to examine cases/proposals in the light of Central Govt./NCERT Rules and Regulations, prepare briefs/presentations and analyze the proposals assigned to them by their Controlling Officers.
2	Senior Accounts Officer	1. From amongst the persons who already retired or retiring upto 31.12.2020 from the post of Senior Accounts Officer and above from the Central /State Government offices or Autonomous Bodies under Central/State Government with Grade pay of Rs.6600/- or above and having experience of working in Accounts matters. 2. Having knowledge of Rules and Regulations of the NCERT. 3. Knowledge of working on Computer.	The Consultants will be required to submit cases/proposals in the light of Central Govt./NCERT Rules and Regulations, prepare briefs/presentations and analyze the proposals assigned to them by their Controlling Officers.
3	Section Officer	1. From amongst the persons who already retired or retiring upto 31.12.2020 from the post of Section Officer and above from the Central /State Government offices or	The Consultants will be required to examine cases/proposals in the light of Central

		Autonomous Bodies under Central/State Government with Grade pay of Rs.4600/- or above and having experience of working in Administrative matters. 2. Having knowledge of Rules and Regulations of the NCERT. 3. Knowledge of working on Computer.	Govt./NCERT Rules and Regulations, prepare briefs/presentations and analyze the proposals assigned to them by their Controlling Officers.
4	Assistant Programme Coordinator (APC)	1. From amongst the persons who already retired or retiring upto 31.12.2020 from the post of Assistant Programme Coordinator and above from the Central /State Government offices or Autonomous Bodies under Central/State Government with Grade pay of Rs.4600/- or above and having experience of working in Administrative matters or in the Personal Branch of Group-A Officer. 2. Having knowledge of Rules and Regulations of the NCERT. 3. Knowledge of working on Computer.	The Consultants will be required to prepare briefs/presentations, take dictations and any other work assigned to them by their Controlling Officers.
5	Assistant	1. From amongst the persons who already retired or retiring upto 31.12.2020 from the post of Assistant and above from the Central /State Government offices or Autonomous Bodies under Central/State Government with Grade pay of Rs.4200/- or above and having experience of working in Administrative matters. 2. Having knowledge of Rules and Regulations of the NCERT. 3. Knowledge of working on Computer.	The Consultants will be required to submit cases/proposals in the light of Central Govt./NCERT Rules and Regulations, prepare briefs/presentations and analyze the proposals assigned to them by their Controlling Officers.
6	Senior Accountant	1. From amongst the persons who already retired or retiring upto 31.12.2020 from the post of Senior Accountant and above from the Central /State Government offices or Autonomous Bodies under Central/State Government with Grade pay of Rs.4200/- or above and having experience of working in Accounts matters. 2. Having knowledge of Rules and Regulations of the NCERT. 3. Knowledge of working on Computer.	The Consultants will be required to submit cases/proposals in the light of Central Govt./NCERT Rules and Regulations, prepare briefs/presentations and analyze the proposals assigned to them by their Controlling Officers.

7	Steno Gr-II	1. From amongst the persons who already retired or retiring upto 31.12.2020 from the post of Stenographer Gr-II and above from the Central /State Government offices or Autonomous Bodies under Central/State Government with Grade pay of Rs.2400/- or above and having knowledge of Typing and Shorthand. 2. Having knowledge of Rules and Regulations of the NCERT. 3. Knowledge of working on Computer.	The Consultant will be required to take dictations & do typing work and other works as assigned to them by their Controlling Officers.

Term & Conditions:

1. Period of Engagement

1.1 Initial contract would be for a period of 6 months extendable for a further period as may be decided by a Council. However, the maximum period of engagement will be two years.

1.2 The engagement of Consultant would be on full time basis and the Consultant can be required to work on holidays also, if need be, for which no additional fee will be paid.

1.3 The engagement of Consultant is of a temporary nature and the engagement can be terminated at any time without assigning any reason. **Engagement as Consultant shall not be considered as a case of re- employment.**

2. Age Limit:

Applicants who were already retired as on the last date of receipt of the application or retiring upto 31.12.2020 and are not more than 65 years of age on the last date of receipt of the application, can apply. However, candidature of those who may not retired on the last date of receipt of the application but retiring on or before 31.12.2020 may only be considered, if on the date of issue of appointment letter to them, they may already retired on Superannuation.

3.Type of appointment:

The appointment will be purely on contract basis.

4.Accommodation:

The Consultant needs to have own accommodation facility at the place of posting or nearby places. No accommodation or House Rent will be provided by the Council.

5. Entitlements for the Consultant:

5.1 **Remuneration Fee:** The Consultant will be paid consolidated remuneration equivalent to his/her last pay drawn minus pension. He/She will also be paid Dearness Allowance on the 'remuneration amount' at the rates applicable for Central Government Autonomous Bodies Employees on the date of engagement. No other allowance such as HRA/Transport Allowance etc. will be payable to the Consultant.

5.2 **Drawl of Pension:** Retired Government official appointed as Consultant shall continue to draw pension and the dearness relief on pension during the period of his/her engagement as Consultant.

5.3 **Allowances:** The Consultant shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Personal Staff, Medical Reimbursement, etc.

5.4 **Leave:** Consultant shall be eligible for 8 days leave in a calendar year on pro-rata basis. Any un-availed leave in a calendar year cannot be carried forward to next calendar year.

5.5 **TA/DA:** No TA/ DA shall be admissible for joining the assignment or on its completion. Consultant will not be allowed foreign travel at Government expenses. However, Consultant shall be allowed TA / DA for their travel inside the country in connection with the official work as per Govt. of India/Council norms.

6. Tax Deduction at Source:

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before payment, for which the Council will issue TDS Certificate/s. Service tax as applicable shall be payable extra, at the prevalent rates.

7.No extra charge:

The monthly fees approved by the Council in the Contract, will be inclusive of the costs of Consultant's, lodging and boarding and also all incidental expenses, professional fees etc. No separate charges will be payable by the Council on any such account. However, in case the Consultant is required to travel out station in the context of the work/assignment, the Council shall reimburse the actual cost as per the Rules/Regulations of the Central Government/Council.

8.Confidentiality of data and documents:

The Intellectual Property Rights (IPR) of the data collected as well the deliverable produced for the Council shall remain with the Council. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his/her assignment or during the course of the assignment for the Council, without the consent of the Council.

9. Conflict of interest:

The Consultant appointed by the Council, shall in no case represent or give opinion or advice to others in any matter which is not in the interest of the Council.

10.The Council reserves the right, which is as follows:

To cancel this advertisement in respect of any post or all the posts and not to proceed in the matter. At any stage accept or reject any or all applications, without giving any explanation, whatsoever. Change any term & condition of this Advertisement.

11.Termination of Agreement:

The Council may terminate a contract to which these Terms & Conditions apply if:

- The Consultant is unable to address the assigned works.
- Quality of the assigned words is not to the satisfaction of the Council.
- The Consultant fails in timely achievement of the milestones as finally decided by the Council.
- The Council reserved the right to terminate the contract, by giving fifteen days' notice to the Consultant.

Termination shall be by written notice served to the Consultant and shall take effect in 15 days of delivery of such notice, the termination shall be without prejudice to either party's right accrued before termination.

12. Governing law:

The contract shall be governed by and construed in accordance with the laws of the Republic of India. The Consultant shall provide a concept note on the Stamp Paper about his understanding of the task/scope of the work he is supposed to undertake while working for the Council under the present contract.

13. Selection Procedure:

Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of the applicant. Only shortlisted candidates will be intimated and NCERT reserves the right to reject any or all applications without assigning any reason.

14.Office time and working hours:

Engagement of Consultant would be on full time basis. Working hours shall be from 9.00 AM to 5.30 PM during working days including half an hour lunch break in between. The Consultant may be called on Saturday/Sunday/other Gazetted holidays, if required.

15.Others :

Council in line with the prevailing Government policies / procedures may specify any other conditions/guidelines as considered appropriate during the period of engagement of the Consultant.

Interested candidates may send their application in envelope marked "Application for Consultants-{Name of the post}" in the enclosed format (Annexure-I) on or before 22.06.2020 to the Section Officer, R-II Section, 5th Floor, Zakir Hussain Khand, National Council of Educational Research and Training, Sri Aurobindo Marg, New Delhi-110016.

Incomplete application and application received after 05.08.2020 will not be considered.

Annexure-I

Advt. No.R-II/NCERT/Consultant/2020

NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING

Proforma of Application for Consultant-2020

Space for Photograph Self attested

1. Name of the Post applying for:
2. Name of the applicant (in Capital letters):
3. Address (with PIN code):
4. Date of birth:
5. Age as on 22.06.2020:_____years_____months_____days
6. Date of retirement:
   (Enclosed self attested copy of the retirement order, if already retired)
7. Mobile Number:
8. E-mail ID:
9. Detail of the qualification: (enclosed self-attested copy of the certificate):

Qualification	Year of Passing the Examination	Name of the Institute
10th		
12th		
Graduate		
Post Graduate		

10. Detail of the Essential Qualification/Experience, as per essential qualification/ experience requirement (enclose self-attested copy of PPO/Last appointment order):

Name of the office	Post held with Grade pay	Period for which post was held	Matter dealt

11. Detail of knowledge of working on Computer:

Name of the organization	Period	Software on which worked

I Certified that the above data is correct.

Signature of the applicant
With date