

No. Admn./16/2022-NRA
Government of India
National Recruitment Agency
(An autonomous Body under DOPT)

04th Floor, Tower-II, Jeevan Bharti Building,
Connaught Place, New Delhi 110001
Dated the 10th October, 2022

Subject: Engagement of retired Central Government officers as Consultant in National Recruitment Agency, New Delhi on contract basis.

The National Recruitment Agency (NRA) invites applications from Central Government Officers retired for engaging them as Consultant in the NRA HQ at 4th Floor, Tower-II, Jeevan Bharati Building, Connaught Place, New Delhi – 110001, **01 at the level of AAO, 02 at the level of Section Officer and 02 at the level of Under Secretary.** The numbers of Consultants to be engaged are tentative and the same may be increased or decreased as per requirement of NRA. The remuneration of Consultants will be as per extant Rules and Instructions of the Government of India.

2. The candidates must have retired as Under Secretary/ Section Officer/ Assistant Accounts Officer and must have experience in the field of administration/ procurement/ audit & accounts and in general working of the Government. The Consultant should have working knowledge of MS Office, Computer handling & Internet browsing. Age not exceeding 65 years as on closing date for receipt of applications. However, in the deserving cases age can be relaxed up to 70 years.

3. **Method of Selection:** The engagement will be purely on contract basis. Shortlisted candidates will be called for interview by the Selection Committee. The selected candidates would be engaged as Consultants as per the requirement of the NRA.

4. **The terms and conditions** of their appointment will be as follows:-

- (a) The term of appointment shall ordinarily be for an initial period not exceeding one (1) year, which is extendable up to two (2) years as per requirement of NRA.
- (b) The consultant shall maintain integrity and confidentiality with the Government of India and would be required to sign a non-disclosure undertaking as per **Annexure –I.**
- (c) In terms of Department of Expenditure OM No. 3-25/2020-E.IIIA dated 09.12.2020, a fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of

remuneration so fixed shall remain unchanged for the term of the contract. No increment and Dearness Allowance shall be allowed during the term of the contract.

- (d) The Income Tax or any other tax will be deducted at source as per the Government instructions. Necessary TDS Certificate will be issued to them.
 - (e) They shall not be entitled for perquisite such as HRA, CCA, residential accommodation, etc. An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the consultant at the time of retirement.
 - (f) No TA/ DA would be admissible to them for joining the assignment or on its completion.
 - (g) During the period of consultancy the Consultants would be required to attend to all important items of work pertaining to NRA as assigned from time to time.
 - (h) During the period of their assignment with the NRA and also thereafter, it is likely that they may come across certain information of important/ confidential nature. They will not divulge any information gathered by them during the period of their assignment to anyone who is not authorized to know/ have the same.
 - (i) Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of consultancy. Accumulation of leave beyond a calendar year will not be allowed.
 - (j) The Consultant shall be required to observe the normal office timings and may also be called upon to attend the office on Saturday/ Sunday/ closed holidays/ beyond working hours in case of exigencies of work.
5. **How to apply:** willing retired Officers are required to send their applications in the prescribed format (complete in all respects) along with the requisite document i.e. copy of PPO by 31st October, 2022 through e-mail to **diradmn-nra@gov.in**. Applications without duly filled in the prescribed proforma (**Annexure-II**) and without copy of PPO will not be considered for short listing.


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PROFORMA

Affix Passport
Size Photograph

**ENGAGEMENT OF CONSULTANT IN THE NATIONAL RECRUITMENT
AGENCY ON CONTRACT BASIS.**

1. Name of the Applicant :

2. Level to which applied: US SO AAO

3. Date of Birth:

4. Contact No. (Mobile No.):

5. Email ID :

6. Address of Communication:

7. Date of Joining in the Government Service :

8. Service to which belonged:

9. Date of Superannuation :

10. Last Pay/ Pay level:

11. Name of Ministry/Department from
where retired (attach a copy of PPO) :

12. Educational Qualifications :

13. Working Knowledge of MS Office:

(Yes/No)

14. Any other information (Use a separate sheet, if required);

15. Details of Experience:

Period		Name of Office/Organization	Post, Remuneration or Pay Band with Grade Pay/Level Matrix , if applicable	Description of duties performed
From	To			

I hereby declare that I have read this document and ready to accept all the term & conditions for engagement of Consultants and 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.

Place:

Dated:

Signature of the applicant

NON-DISCLOSURE UNDERTAKING

To

The Chairman,
National Recruitment Agency,
New Delhi-110001.

Sir,

I hereby undertake to-

- i. Treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
 - ii. Not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
 - iii. To hold such confidential information in trust and confidence both during and after the terms of my engagement.
 - iv. Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with National Recruitment Agency (NRA) which would otherwise conflict with my obligations toward NRA.
 - v. To abide by data security policy and related guidelines issued by NRA.
 - vi. Shall not resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
2. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the NRA any records/material, equipment, documents or data which is of confidential nature.
 3. I shall keep NRA informed of any change in my address or contact details during the period of my engagement.
 4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
 5. For the purpose of this undertaking, Confidential information means any information received from any source, whether in physical, electronic or in digital format.

Yours Faithfully,

(Signature.....)

Name.....

Address.....

Date.....

Personal Contact No.....