

No. Admn./13/2022-NRA
Government of India
National Recruitment Agency (NRA)
(An Autonomous Body under Department of Personnel and Training)

4th Floor, Tower-II, Jeevan Bharati Building
Connaught Place, New Delhi -110001
Dated the 13th July, 2022

Subject: Advertisement for engagement of Consultant on contract basis in National Recruitment Agency, New Delhi

National Recruitment Agency invites applications from retired employees in Central/State Government or Autonomous Bodies/PSUs for engagement as consultant in National Recruitment Agency Head Quarter, New Delhi on contract basis. Period of contract will initially be for one year. The contract period may be extended for one more year, if required. The details of the post and the job responsibilities are as detailed below:

Sl. No.	Details of the post	Job Description
1.	Facilities Infrastructure Lead	<ol style="list-style-type: none">1. Lead the infrastructure set up as per NRA requirements.2. Coordinate with senior functionaries at the Central/State Government and other organizations including security organizations for regulatory compliance.3. Assess the test centre requirements periodically.4. Standardize the specification for the test centers.5. Standardize the physical security specification for the test centres.6. Establish the process for periodic audit of the infrastructure at the test centres.

2. Essential Qualification/experience for consultant:

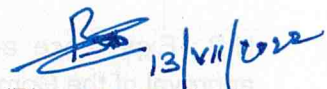
Sl. No.	Details of the post	Qualification/ Minimum requirements
1.	Facilities Infrastructure Lead	<p>Government Employee who has served in Central/State Government or Autonomous Bodies/PSUs and retired at the Grade Pay of Rs. 7600/- or higher.</p> <p>Work Experience required as per the job description is minimum 15 years.</p>

N.B.: Experience and qualification requirements will be relaxed in deserving case with the approval of the Competent Authority.

3. The maximum age limit for the post will be 65 years. In exceptional deserving cases, age beyond 65 years can be relaxed up to 70 years.

4. The fixed monthly remuneration payable to the consultant will be decided on the basis of recommendation of the Selection Committee. The remuneration will be in the range of Rs. 80,000- Rs. 1.5 Lakhs. However, the remuneration will be negotiable based on qualification and experience.
5. The nature of engagement will be purely contractual and such engagement will not bestow any right for regular/permanent engagement/appointment in NRA. Also, the engagement as consultant will not be treated as a case of permanent employment in any manner.
6. All applications received will be scrutinized; short listed and will be placed before a Selection Committee. The Selection Committee will interact with the short-listed candidates and recommend a panel. Recommendations of the Committee will be placed before the competent authority for approval.
7. Paid leave of absence will be admissible @ 1.5 days for each completed month. There will be no accumulation of leave beyond a calendar year.
8. TDS as admissible shall be deducted from the monthly remuneration of the consultants. TDS certificate shall be issued by the concerned DDO on demand.
9. Consultant will be governed by the Official Secrets Act, 1923 and shall not disclose any information/data they may gather by virtue of consultant to any unauthorized person during or after period of their engagement as Consultant in NRA. In this regard, attention is also drawn to various circulars issued by the CVC/other Statutory Bodies under which any misuse of official position makes them accountable and triable under due process of law.
10. NRA may terminate the contract for engagement as consultant under any of the following conditions:
 - i) Consultant unable to address the assigned works.
 - ii) Quality of output of consultant not to the satisfaction of the NRA.
 - iii) Consultant failed to do the work within the prescribed time.
 - iv) Consultant lacking in honesty and integrity.
 - v) NRA reserves the right to terminate the contract unilaterally by giving 15 days' notice. Consultant will also have the right to end the contract by giving 15 days' notice. Consultant's Notice Period can be curtailed with the approval of competent authority.
11. NRA reserves the right to cancel the advertisement, at any stage.
12. Last Date of Application is **July 31, 2022**. Incomplete applications, applications received after the due date will be summarily rejected.
13. The interested candidates may apply for the posts and fill up the application form, the declaration as given in **Annexures I and II** and send the clear scanned copies of the same in pdf, only online through e-mail to .

The Director (Admn),
National Recruitment Agency (NRA),
New Delhi
Email: diradmn-nra@gov.in


(Bhuvnendra Singh)
Section officer (NRA)
Email- bhuvnendra.singh1982@nic.in

Annexure - I

FORMAT OF APPLICATION FOR POSTING IN NRA

Copy of
passport size
photograph to
be pasted here

1.	Name in Full (IN BLOCK LETTERS)					
2.	Post Applied For (Separate applications are to be sent for different posts)					
3.	Date of Birth (DD/MM/YYYY)					
4.	Date of superannuation (applicable for Retired Government Employees) (DD/MM/YYYY)					
5.	Initial date of appointment in Government Service (applicable for Retired Government Employees) (DD/MM/YYYY)					
6.	Last post held, along with Pay details					
7.	Residential Address with Telephone No.					
8.	Present Employer if any					
9.	Educational Qualification					
	Degree	Name of University / Institute / Board	Year of Passing	Duration of Course	of	Subjects
	Signature					
	Name					

10	Details of employment in chronological order) If needed, enclose a separate sheet duly authenticated by your signature in the format given below):							
	Name of Organisation	Post Held (Designation)	Period of service		Nature of Appointment (Regular/ Ad-hoc/ Deputation)	Scale of Pay i.e. Pay Level/ Pay Band and Grade Pay	Scale of Pay i.e. Pay Level/ Pay Band and Grade Pay	Nature of Duties
			From	To				
11	Details of experience:							
12	Nature of present employment, if any, please give details:							
13	Any other information, applicant wants to furnish (Applicant may attach a Curriculum Vitae)							
14	Please state briefly how you find yourself best suitable for the post applied for:							
	Please indicate/furnish: (i) if there is any Vigilance / disciplinary case or criminal case, in any court of law, pending or concluded in past . If yes please provide details. (ii) list of major/minor penalties imposed during entire service period (as the case may be).							

I have carefully gone through the advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

Place:

Signature:

Date:

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 Recruitment Agency in this regard. All the terms and conditions of engagement as mentioned in the advertisement are acceptable to me.

Signature

Name

Place:

Date:

