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F.No. A-33031/2/2022-E-I  
Government of India  
Staff Selection Commission  
(Estt-I Section)

Dated: 14<sup>th</sup> June, 2022

**OFFICE MEMORANDUM**

**Subject: Engagement of 2 Consultants (IT) – reg.**

The Staff Selection Commission (SSC) invites applications from retired Officers for engagement as Consultant (IT) purely on contract basis for a period of one year from the date of engagement which may be extended or curtailed as per the functional requirement.

- The details including eligibility criteria, terms & conditions, are enclosed (**Annexure-I**). The Commission reserves the right to accept or reject in part or all the responses without assigning any reasons whatsoever.
- The last date for receipt of applications, in the prescribed format is 1<sup>st</sup> July, 2022. Applications received after due date or without supporting documents will not be considered.
- The applications received would be processed and the selected candidates empanelled, on a continuous basis, for immediate deployment in the Commission, as per requirement.
- Application as per format enclosed (**Annexure-II**) may be sent to Under Secretary (E-I), Staff Selection Commission, Block No-12, CGO Complex, Lodhi Road, New Delhi – 110003.

महानिदेशक कार्यालय (रा.सू.वि.के.)  
डायरी सं. 5270415/22  
प्राप्ति दिनांक 15.6.22  
निकासी दिनांक 18.6.22

AK  
14/6/22

(AK Mandal)  
Under Secretary (E-I) (L.O.)

6/5 (EDP)  
14/6/22

- To:
- SSC's Website
  - Under Secretary (CS-I), CS Division, DOPT, Lok Nayak Bhawan, Khan Market, New Delhi – with a request to upload this Vacancy Circular on DOPT's Website
  - Dir. General, NIC, A-Block Lodhi Road, CGO Complex, New Delhi – 110003 – with a request to upload this Vacancy Circular on NIC's website.

DDG (PKJ)  
17/6/22

o/c

STAFF SELECTION COMMISSION (HQ)  
Block No.12, CGO Complex  
Lodhi Road, New Delhi-110003  
14 JUN 2022

DDG (GCS)  
DDG (PKJ) 20/6/22  
Sr TD & HoD (DOPT & SSC)

**Staff Selection Commission**  
(E-I Section)

**Terms and Condition for Engagement of Consultants (IT)**

**1. Eligibility:**

The candidate should have retired from Central/ State Government/ Public Sector Undertakings/ Autonomous Government Bodies.

The candidate who have retired from the Level-9 and above or equivalent posts and holding B. Tech./ B.E./ BSC Engineering in relevant subjects like Electronics, Computer Science, Information Technology, MCA, 3 years Diploma in Computer Science/ IT, etc are eligible for engagement as Consultant (IT). They should be proficient in the use of Microsoft Office (MS Excel, MS Word, MS Access and MS PowerPoint) and should be able to work on anyone of the databases like FoxPro, MS SQL, PostgreSQL, etc.

Experience: Candidate should have experience of handling IT related works and applications.

**2. Job Description:**

The Consultants will be required to handle IT related works like migration of FoxPro databases to SQL, backup handling of examination data, data analytics, generation of various reports, monitoring of contract activities of IT vendor and coordination with NIC and other entities, coordination with IT vendor for design of various online applications and modules, etc. In addition, any other IT related work may be assigned by the Commission as per requirement.

**3. Period of Engagement:**

The engagement of Consultants (IT) will be purely on short term contract basis. The initial engagement as Consultant would be for a period of one year, which may be extended depending upon the requirement of the Commission and performance review, but shall not be extended beyond 5 years after superannuation.

The engagement of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of consultancy with the Commission.

**4. Age Limit:**

Not more than 64 years of age on the last date of application.

**5. Remuneration: (as per DoE OM F No. 3/25/2020-E.IIIA dated 9<sup>th</sup> Dec, 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. There will be no annual increment/percentage increase during the contract period.

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6. **Selection Procedure:**

Candidates meeting the conditions shall be empanelled on the basis of criteria like experience, qualification, etc.

7. **Working facilities to be provided:**

Only the basic facilities/ infrastructure will be provided to the Consultants. No Transport, Telephone/Internet facility at residence, stenographic/clerical support, etc. shall be provided.

8. **Other entitlements of Consultants (IT): (as per DoE OM F No. 3/25/2020-E.IIIA dated 9<sup>th</sup> Dec, 2020)**

**Leave:** Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed.

**TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. The Consultants shall be allowed TA/ DA on official tour, if any, as per his entitlement at the time of retirement.

**Accommodation/ HRA:** No accommodation or HRA will be provided by the Commission.

**Transport Allowance:** A 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 appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of engagement.

9. **Working hours:**

The Consultants shall have to work as per the working hours of the Commission. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holidays.

The Consultants will be required to mark his attendance.

10. **Tax deduction at Source:**

Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment of remuneration.

11. **Confidentiality of data and documents:**

The Consultants shall not utilize or publish or disclose or part with, to a third party, any data or statistics or proceedings or information gathered during the course of the assignment for the office, without the express written consent of the Commission. The Consultant shall be bound to hand over the entire set of records of assignments to the office before the expiry of the contract and before the final payment is released by the Commission. The Consultants shall sign an agreement of confidentiality with the Commission to this effect which shall contain a clause on Ethics and Integrity.

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**12. Conflict of Interest:**

The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Commission. No Consultant would be permitted to take up any other assignment during the period of Consultancy.

**13. Termination of engagement:**

The Commission may terminate the services of the Consultants, if:

- The Consultant is unable to accomplish the assigned works.
- Quality of the accomplished work is not to the satisfaction of Commission.
- The Consultant fails in timely achievement of the milestones as decided by the Commission.
- The Consultant is found lacking in honesty and integrity.
- A government official is posted who could do the Consultant's job.
- The requirement of Consultant for the work assigned ceased to exist.
- The undertaking given by the candidate is found false.
- The Consultant completes 5 years of retirement.

The services can be terminated by giving fifteen days' notice in writing from either side. The termination will be without prejudice to either party's rights accrued before termination.

**14. Accident, Injury, etc., during the period of engagement:**

The Commission shall not be responsible for any loss, accident, damage, injury suffered by the Consultant whatsoever arising in or out of the execution of his work, including travel.

**15. Rights of the Staff Selection Commission:**

The Commission reserves the right to cancel and not to proceed in the matter for engagement of Consultants at any stage without giving any reason, whatsoever.

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**APPLICATION FOR ENGAGEMENT AS CONSULTANT (IT) IN THE  
STAFF SELECTION COMMISSION**

Recent passport  
size photograph

1	Full Name		
2	Father's/ Husband's Name		
3	Date of Birth		
4	Age as on the closing date of application		
5	Contact Details	Mobile	
		Email ID	
6	Address for communication		
7	Date of joining Govt. service		
8	Whether SC/ST/OBC/EWS/ESM/PwD		
9	Date of Retirement and the post and level from which retired (Please enclose a copy of the retirement order)		
10	Name of the Ministry/ Department/ Organisation from which retired		
11	Last Pay drawn (Please enclose copy of LPC)		
12	Educational/ Technical Qualifications (Please enclose a copy of the certificates)		
13	PPO No. (Please enclose a copy)		
14	Brief Particulars of experience (A separate sheet may be annexed)		

I hereby declare the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/ incomplete or ineligibility being detected any time before OR after selection, my candidature is liable to be rejected and I shall be bound by the decision of the Staff Selection Commission. I accept the terms and conditions for engagement as Consultant (IT).

Signature:

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Place: .....

Date: .....