

**NATIONAL CAPITAL REGION PLANNING BOARD
CORE-4B, 1ST FLOOR, INDIA HABITAT CENTRE
LODHI ROAD, NEW DELHI-110003.**

B-20018/5/2012-Admn. Part File

Dated: 25.06.2021

NOTICE

Engagement of Consultant - II (Administration) - Terms of Reference.

The National Capital Region Planning Board, a statutory body under the Administrative control of Ministry of Housing & Urban Affairs intends to engage Consultant-II (Administration) on **full time daily basis** for handling administrative/ establishment cases on following terms of reference:

A. Job Description

1. Recruitment Process of various vacant posts.
2. Review/revision of Recruitment Rules/Regulations of NCRPB as per DoPT guidelines.
3. Assist in service matters CAT cases, employees grievances.
4. Maintenance / scrutiny of reservation roster for all cadres/posts in NCRPB.
5. To support in procurement of goods and services through Govt. E Marketplace (GEM).
6. Assist in digitisation of records and in continued implementation of e-office.
7. All Administrative & Establishment matters including RTI, Vigilance matters etc.
8. Sending of all monthly and quarterly reports including statutory reports pertaining to Administration Wing to Ministry.
9. Any other matter assigned by Competent Authority
10. In addition to above, NCRPB may assign any other work/duty relating to Administration/Establishment.

Basic Requirements: The Consultant-II for Administration shall be independently responsible for all Administrative/Establishment nature of work such as Noting, Drafting, reservation roster, recruitment, promotion, MACP, grievances, communication to Ministry, Report preparation etc. and any other such work assigned to him/her time to time. The Consultant shall execute and perform the tasks assigned to him/her with due diligence and according to the best of their intelligence, skill and ability on the direction of his/her controlling officer with whom he/she would be attached.

Conduct & Integrity: The Consultant-II shall be abided by the rules and provisions contained under the Central Civil Services (Conduct) Rules, 1964 and maintain discipline and absolute integrity in his conduct during the period of his engagement in NCRPB. The applicant shouldn't have been retired as a matter of punishment and should not have any crime record. The Consultant-II should maintain confidentiality of the work carried out by them. The Consultant-II shall be bound to hand-over the entire set of records of assignment to NCRPB before the expiry of the contract and before the final payment is released by NCRPB.

B. Eligibility Criteria and Age etc.

- **Essential Qualification** - He/she should possess the Bachelor degree from recognised University.
- Desirable Qualification – (i) Degree in Law, (ii) MBA in personnel management or Administration (iii) Post Graduate diploma in Public Administration.
- **Experience:** At least 05 years of work experience on regular basis in the pay scale of Level-10 (7th CPC), pre-revised GP of ₹ 5400/- in responsible position with Administration & Establishment work in Govt. Office/ Public Sector Undertaking /University/Statutory body/ Autonomous Organization.
- ***Retired employees from Govt./PSU/University/Statutory body/Autonomous Organization who have worked in Administration/Establishment of Pay Level 10 and above are eligible and encouraged to apply.***
- Age is upto 62 years as on the date of publication of the advertisement

C. Emoluments

The selected candidate shall be paid a consolidated sum of **Rs. 55,000/- per month (Rupees fifty five thousand only), plus ₹ 3000/-** (Rupees three thousand only) towards local conveyance allowance. In case of retired Govt. Employee, Monthly remuneration will be given to them as per OM No. 3-25/2020 Estt/IIIA dated 09/12/2020 of Dept. of Expenditure, Ministry of Finance.

D. Other conditions

- Appointment of Consultant-II (Administration) will be on full time basis. He/she will be required to attend the office on daily basis as per office hours.
- The selection shall be made on the basis of an interview by a Selection Committee to be formed by this Board.

Applicant shortlisted/called for the **interview** must bring along a copy of detailed CV, along with self-attested copies of educational and professional qualifications and originals that need to be shown for verification.

- Evaluation will be done based on Qualification, Experience (based on the documents submitted) and the Interview.
- No TA/DA shall be admissible for attending the interview, joining the assignment or on its completion.
- The Consultant-II will be eligible for **eight days leave** in a calendar year on pro-rata basis. Therefore, shall not draw any remuneration in case of his/her absence beyond eight days in a year (calculated on a pro-rata basis).
- The Appointment of Consultant-II will be initially for a period of six months and can be further extended at the discretion of the Competent

Authority of the Board upto a maximum period of five years or appointment against regular post of Deputy Director (Administration).

- The Board reserves the right to terminate the service of the Consultant-II at any time during the period of contract by giving one month's notice in writing in case his/her services are not found satisfactory. In case a Consultant desired to leave the assignment, he/she is to give one month's notice, which can be curtailed by the competent authority.
- NCRPB will not entertain any claim for regular appointment of the post at any point of time, if any vacancy is revived/created in future in the Board.
- The detailed terms & conditions shall be provided at the time of appointment.

E. Those having the required qualifications and experience may apply in the prescribed proforma (attached) duly completed in all respect and signed by the candidate with self-attested copies of testimonials etc. **on or before 19th July, 2021** by post addressed to **Director (A&F), National Capital Region Planning Board, Core 4B, First Floor, India Habitat Centre, Lodhi Road, New Delhi-110003** or through email on email id **ncrpb-ada@nic.in**. The application received after last date shall be summarily rejected.

(Shilpa Vijaivargia)

Admn. Consultant /

I/C. Dy. Director (Admn.)

Attached: Application Proforma

PROFORMA

Application format for appointment as Consultant-II (Administration)

Passport size photo

1.	Name in full (in block letters)	
2.	Father's name	
3.	Date of Birth	
4.	Domicile	
5.	Nationality	
6.	Mailing Address (with Tel/Mob. and E-mail address)	
7.	Permanent Address	

8. Educational Qualification (from Graduation onwards)

S.No.	Course	University/Institute	Year of Passing	Division/Class

9. Work Experience

S.No.	Organisation/Institute	Period From	To	Nature of Work	Remarks

10. Whether SC/ST/OBC

11. Additional relevant information, if any, in support of your suitability for the said engagement. Attach a separate sheet, if necessary.

12. Reference

- (i)
- (ii)

(Signature)

Date:

Place: