

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

File No. Y-11011/33/2021 (9111656)

Dated: 19.06.2024

**TERMS OF REFERENCE OF ENGAGEMENT OF CONSULTANT GRADE - I
(ADMINISTRATION):-**

A. The National Capital Region Planning Board, a statutory body under the administrative control of Ministry of Housing & Urban Affairs intends to engage Consultant Grade-I (Admin.) on full time daily basis for handling the following administrative works in NCRPB:-

1. General Administration of the office.
2. E-office management.
3. Attendance related works like BAS reports, checking of daily attendance, maintenance of attendance records etc. including punctuality of the staff.
4. Monitoring & maintenance of Asset registers, Stock registers, Library register etc.
5. Purchase, procurement of goods and services through GeM and non GeM, repair maintenance of office equipments, furniture and fixtures etc.
6. Personal claims of employees in respect of LTC, TA, GPF, mobile/telephone bills etc.
7. Medical reimbursement claims of employees and pensioners.
8. Work related to website and duties as Website Information Manager (WIM).
9. Works related to preparation of MoU related to Administration and compiling of MoU.
10. All works related to the Board Meetings, Workshops, Seminars etc.
11. All works related to Parliament Questions, RTI, VIP reference etc. and preparation and compilation of Annual Report of NCRPB and Ministry.
12. All works related to house keeping and caretaker.
13. All works related to vehicle controlling officer (VCO).
14. All works related to library, dak and diary and dispatch.
15. All monthly and quarterly reports pertaining to Administration Wing.
16. Training and other miscellaneous service matters of the employees.
17. Annual Property Returns of the Employees.
18. In addition to above, NCRPB may assign any other work/duty relating to Administration.

The Consultant Grade-I (Admin.) shall be responsible for all Administrative works including as mentioned above. The Consultant shall execute and perform the tasks assigned to him/her with due diligence and according to the best of his/her intelligence, skill and ability on the direction of his/her controlling officer with whom he/she would be attached.

B. Conduct & Integrity: The Consultant Grade - I (Admin.) 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 Grade - I (Admin.) should maintain confidentiality of the work carried out by him/her. The Consultant Grade - I (Admin.) 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.

C. Eligibility Criteria and Age etc.:-

- **Essential Qualification** - He/she should possess the Master Degree in relevant subject or 02 years Post Graduate Diploma in Personnel Management/Administration/Human Resource Management or MBA in Personnel Administration or Post Graduate in Public Administration.
- **Desirable Qualification** – Persons with LLB and post qualification experience in the relevant field would be preferred.
- **Experience:** 03-08 years of work experience in a responsible position with knowledge of Administration work in Government Office/Public Sector Undertaking /University/Statutory body/ Autonomous Organization.
- **Age** - The upper age limit is 45 years.
- **Ex-Govt. Servants** – Ex-Govt. Servants from Government /PSU/University/Statutory body/Autonomous Organization who have worked in Administration in the Pay Level 10 and above are eligible and encouraged to apply. The maximum age is upto 45 years.

D. Remuneration :-

- i. The consolidated remuneration will be ₹ 1,00,000/- (rupee one lakhs only) per month.
- ii. The remuneration for Ex-Govt. Servants will be as per extant guidelines of Ministry of Finance (Department of Expenditure).

E. Other conditions: -

- i. Applicant shortlisted/called for the interview must bring a copy of detailed CV as per prescribed Application Proforma (**Annexure**), along with self-attested copies of educational and professional qualifications, experience certificates and originals that need to be shown for verification at the time of interview.
- ii. The selection shall be made on the basis of an interview by a Selection Committee to be formed by this Board.
- iii. Appointment of Consultant Grade-I (Admin.) will be on full time basis. He/she will be required to attend the office on daily basis as per office hours.

- iv. No TA/DA shall be admissible for joining the assignment or on its completion. However, in case the Consultant Grade-I (Admin.) is required to go on tour for official work he/she will be entitled for TA/DA with the prior sanction of the Competent Authority of the Board. The entitlement of TA/DA in such cases shall be by Air in Economy class or by Rail in Ac Two Tier Economy class only.
- v. Hotel accommodation of upto Rs. 2250/- per day, taxi charges of up to Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed.
- vi. The Consultant Grade-I (Admin.) shall be entitled to leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis. Unavailed leaves cannot be carried forward to the next year. Further, leave up to one month may be considered without remuneration with the approval of Competent Authority of NCRPB. However, in exceptional cases for professional development, training etc., this condition may be relaxed by Member Secretary, NCRPB.
- vii. The Appointment of Consultant Grade-I (Admin.) 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.
- viii. The Board reserves the right to terminate the service of the Consultant Grade-I (Admin.) at any time during the period of contract by giving one month's notice in writing. In case he/she desires to leave the assignment, he/she is required to give one months' notice, which can be curtailed by the Competent Authority of the Board.
- ix. NCRPB will not entertain any claim for regular appointment of the post at any point of time, if any vacancy is advertised/revived/created in future in the Board.
- x. In addition to above, the terms & conditions of contractual engagement will be given at the time of appointment.

Those having the required qualifications and experience may apply in the prescribed Application Proforma (**Annexure**) duly completed in all respect and signed by the candidate with self-attested copies of supporting documents/testimonials etc. within 15 days from publication of advertisement in the Newspapers to Director (A&F), National Capital Region Planning Board, First Floor, Core 4B, India Habitat Centre, Lodhi Road, New Delhi-110003 or through email on email id ncrpb-ade@nic.in.

(Anubhav Choudhary)
Director (A&F)

Encls. Annexure - Application Proforma

(Annexure)

APPLICATION PROFORMA

Application format for appointment as Consultant Grade-I (Admin.)

Passport size
photo

1.	Name in full (in block letters)	
2.	Father's name	
3.	Date of Birth	
4.	Nationality	
5.	Address	
6.	Telephone /Mobile No.	
7.	E-mail address	

8. Educational Qualification (from Graduation onwards)

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

9. Work Experience

S.No.	Organisation/ Institution	Period		Nature of Work	Total Experi ence	Remarks
		From	To			

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.

(Signature)

Date:

Place: