

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

File No. Y-11011/3/2025 (9190787)

Dated: 06.03.2025

TERMS OF REFERENCE OF ENGAGEMENT OF CONSULTANT GRADE-I (TECHNICAL):-

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 (Technical) on full time daily basis for handling the works in Planning Wing of the Board.

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

BE (Civil) and M. Tech. with minimum 55 % marks with 03-08 years' experience in planning, execution and monitoring of projects relating to transport.

Preferential: candidates with specialisation in Transport Engineering or Traffic Engineering will be given preference.

- **Age** - The upper age limit is 35 years.
- **Ex-Govt. Servants** – Ex-Govt. Servants from Government /PSU/University/Statutory body/Autonomous Organization who have worked in the Pay Level 10 and above are eligible and encouraged to apply. The maximum age is up to 35 years.

D. Remuneration :-

- i. The consolidated remuneration will be ₹ 1,00,000/- (Rs. 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 (Technical) 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 attending interview, joining the assignment or on its completion.
- v. In case the Consultant Grade-I (Technical) 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. 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 (Technical) 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 (Technical) 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 (Technical) 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.
- xi. The Cut-off date for post qualification and maximum age is 30 days from the date of publication in Employment News.
- xii. Application received after the due date /found to be incomplete in any manner or not submitted in the prescribed format will not be entertained and summarily rejected without assigning any reasons.
- xiii. The list of candidates short-listed for interview will be uploaded on the NCRPB's website <https://ncrpb.nic.in> and also will be informed by post to the candidates. The Board will not be responsible for any postal delay.

- xiv. The Board reserved the right not to fill up the post/posts without assigning any reasons. The recruitment process can be cancelled/suspended/postponed at any stage without assigning any specific reasons. The decision of the NCRPB will be final and no (NO) appeal will be entertained.
- xv. The decision of the NCR Planning Board in respect of selection shall be final and no (NO) correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
- xvi. 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. **The last date for receipt of applications is 30 days from the date of publication in Employment News. The applications shall be sent 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-dr@nic.in.**

(Anubhav Choudhary)
Director (A&F)

Encls. Annexure - Application Proforma

(Annexure)

APPLICATION PROFORMA

Application format for appointment as Consultant Grade-I (Technical)

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: