

11001/10/2019/NSDA/1103
National Skill Development Agency
Ministry of Skill Development & Entrepreneurship

B-2 Pusa Road
Kaushal Bhawan
Karol Bagh,
New Delhi - 110005
Date : 19.03.2019

CIRCULAR

Subject: - Engagement of Consultants in the National Skill Development Agency (NSDA) – regarding.

The National Skill Development Agency (NSDA) invites applications for engagement of Consultants from retired persons preferably from the Central Government Ministries/Departments on Contract Basis initially for a period of one year from the date of engagement which may be extended or curtailed as per the functional need. The details regarding eligibility criteria, terms of reference etc. are as under:

A. One Consultant (Under Secretary)

- i. **Eligibility criteria:** Should have retired from the post of Under Secretary of Central Secretariat Service (CSS). Sound knowledge of Government rules/regulations issued by Government of India from time to time. Applicant should possess practical knowledge of Computer applications and internet.
- ii. **Scope of Work/Job responsibility:**
 - Administrative matters
 - Establishment matters
 - Vigilance matters
 - RTI/Reports/Returns
 - Any other work assigned by the Competent Authority

B. Two Consultants (AAO/AO Level)

- i. **Eligibility criteria:** Should have served at the level of Assistant Account Officer (AAO) for atleast 5 years or Accounts Officer (AO) for atleast 3 years or at equivalent posts for same tenure in Central Government Ministries/PSU/Autonomous organisations etc.
- iii. **Scope of Work/Job responsibility:**
 - Process bill for payment
 - Prepare Cash book, Bank Reconciliation statement, trial balance.




- Prepare Balance sheet, Income & Expenditure A/c and Receipts & Payment A/c
- Doing ledger reconciliation.
- Making Sanction Order of each payment
- Making payment vouchers in tally and doing all process of accounting
- Maintain files (Original & Duplicate)
- Completing the Income Tax Deduction and making all deduction amounts from the salary a/c.
- Coordination with internal auditors, CAG auditor and other department/offices related to accounts matter.
- Handling budget related work.
- Putting bill in file's note sheet.
- Maintain the register:
 - i. Expenditure Register
 - ii. Cheque Register
 - iii. Reimbursement of Medical Charges
 - iv. Advance & recover register
- Update and maintain accounts database.
- Track and resolve accounting process
- Doing all files closing system.
- Perform administrative tasks as need.
- Perform duties as assign by Admin/ Account Section.
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C. Three Consultants (PS/PA level)

- i. **Eligibility criteria:** Should have served at level of Personal Assistant for atleast 5 years or Private Secretary for atleast 3 years or at equivalent posts for same tenure in Central Government Ministries/PSUs/autonomous organisations etc.
- ii. **Scope of Work/Job responsibility:**
 - Experts in taking dictation in shorthand and its transcription, fixing up of appointments and keeping accurate list of engagements, meeting etc.
 - Miscellaneous matters.

D. General Terms and Conditions:

- i. **Contract Period:** Initial contract would be for a period of 1 year that may be extended for a period of 5 years one year at a time or may be curtailed as decided by the NSDA. However, the maximum period of appointment will be for 65 years of age.
- ii. **Remuneration:** The retired officers/officials' will be engaged on the remuneration as per the prescribed formula i.e. Last Pay drawn plus DA minus basic pension.



- iii. **Leave:** The Consultant shall be eligible for 08 days leave in a calendar year. This leave will not be carried forward in case the engagement period is extended by NSDA. Also, no payment in lieu of unutilised leaves will be paid by NSDA at the time of expiry of contract.
- iv. **Headquarters:** Headquarters of Consultants will be at Delhi.

E. Other Terms and Conditions:

- i. The person must be able to work in MS Word, PowerPoint and should be proficient in noting, drafting and examining the cases.
- ii. The consultants will not be entitled for any kind of allowance and residential accommodation. They will also not be entitled to telephone facilities, transport facilities, staff car, and residential accommodation from Central Government Pool.
- iii. The engagement of the Consultant will be purely on Contract basis.
- iv. The candidate will be required to sign a non-disclosure undertaking.
- v. The NSDA may terminate the Services of the Consultants in case he/she is unable to achieve the assigned works within the time-frame or the work assigned to him/her is not satisfactory to the Department or he/she found to be lacking honesty and integrity.
- vi. NSDA shall also reserve the right to terminate the services of the Consultant at any time without giving any notice and also without assigning any reason. The Engagement of Consultant will not confer any right on the part of individual for permanent appointment to the post.
- vii. The Consultants may be called in the Office on Saturday, Sundays and other Gazetted Holidays or may be asked to sit late in the office after office hours, in case of exigencies of work. No extra allowance will be permissible for the same.
- viii. The Consultants shall continue to draw pension and dearness relief on pension, if any, during the period of their engagement as Consultants.
- ix. No TA/DA shall be admissible to the consultants for joining the assignment. Consultant will not be allowed any foreign travel at Government expenses. However, they may be allowed TA/DA for travel inside the country in connection with official work assigned to them.
- x. The government is in the process of constituting National Council of Vocational Education and Training (NCVET). NSDA, with its existing manpower and sanctioned strength shall stand transferred to NCVET in due course of time. Consequently, the hired Consultants will be required to render their services in NCVET at the direction of the Competent authority. So, the term 'NSDA' will be read as 'NCVET', on its constitution as a new entity.



2. Interested and eligible candidates may submit their applications in the prescribed proforma duly typed to:

The Director (Admin)
National Skill Development Agency
Ministry of Skill Development & Entrepreneurship
B-2, Kaushal Bhawan, Pusa Road
Karol Bagh, New Delhi
Pincode: 110051

Or

Applications may also be sent on these e-mail ids – sachdeva.ak@nic.in,
dk.goel@nic.in

The last date for receipt of applications is extended upto 28.03.2019.



(D.K. Goel
Consultant (Admin & Fin.)

To: -

1. All Ministries and Departments of the Govt. Of India with the request to give wide publicity to the circular amongst the concerned.
2. NIC Cell with a request to upload the circular on the website of NSDA.
3. PS to DG, NSDA / PS to Director, NSDA

Photograph

Application Form for Engagement as Consultant in National Skill Development Agency (Please Type):

1. Name: _____
2. Father's Name: _____
3. Date of Birth: _____
4. Domicile: _____
5. Nationality: _____
6. Postal Address for correspondence: _____
7. Email: _____
8. Mobile: _____
9. Education Qualification: _____
10. Position held during last ten years of service:

Sl. No.	Designation & Place of posting including the name of the Ministry/ Department	Scale of pay	From	To	Nature of Work performed

11. Skills/Trainings:
12. Any other specific information, if any, in support of your suitability for the said engagement (use separate sheets, if necessary).
13. Please attached a copy of Pension Payment Order (PPO) (in case of retired personnel):

Name & Signature of the applicant

Place:

Date:

