



F.No. No. L.33/2024-NCGG (C.No. 8765)
National Centre for Good Governance
Department of Administrative Reforms and Public Grievances
Ministry of Personnel, Public Grievances and Pensions
Government of India

9th Floor, NDCC - II Building,
Jai Singh Road, New Delhi, Delhi - 110 001
Dated: 14th May, 2025

ENGAGEMENT OF CONSULTANT

The National centre for Good Governance (NCGG) under the Department of Administrative Reforms & Public Grievances invites applications from eligible candidates for the following position:

| | |
|----------------------|---|
| Job Title | Consultant – (PSO in the office of DG, NCGG) |
| No of Consultants | 1 (One) |
| Job Location | NCGG, Delhi office. |
| Eligibility | Officers retired in the pay level- 12/13 from Central Govt. offices. |
| Age Limit | Should be less than 62 years on the date of submission of the application. |
| Experience | 1. Experience in handling Secretariat work coordination work for fixing Meetings and well versed in handling the day to day office exigencies. 2. Must have good working knowledge of Computer (e-office, MS Word, e-mail) |
| Period of engagement | The initial engagement shall be for a period of one year, which may be extended, based on the requirement of NCGG, performance and health of the Consultant. |
| Remuneration | Fixed remuneration and allowances as per the instructions of Ministry of Finance, Department of Expenditure – OM No 3-25/2020-E.III A dated 09.12.2020. |
| Leave | 1.5 paid leave for every month. |
| Working hours | Normal Office timing from 9:30 AM to 6:00 PM. Marking Biometric attendance is mandatory. Exigencies of work may require staying beyond office hours and working on Saturday/Sundays and Gazetted Holidays |
| Terms of engagement | The engagement will be on contract basis, which is purely dependent on work performance. |

2. The persons interested and who fulfill the eligibility criteria may submit their application in the prescribed Proforma (Annexure-I) to email ID: recruitment-ncgg@gov.in on or before 30.05.2025.

3. Further, for selection purpose, decision of the selection committee will be final and binding on all candidates. Application received with incomplete information or received beyond the closing date / time will not be considered and rejected without any further communication.

Prisca
14/5/2025

(Prisca Mathew)

Chief Administrative Officer and Consultant,
National Centre for Good Governance
Department of Administrative Reforms and Public Grievances
Ministry of Personnel, PG & Pensions
Tel: 011-21401189

Annexure - I**Proforma - Engagement of services of a retired Government officers as Consultant – PSO in the Office of DG, NCGG in Delhi Office, NCGG**

| | | | | | |
|---|--|------------------|-------------|-----------|-----------------------|
| Name of the retired personnel | | | | | |
| Father's Name / Spouse's Name | | | | | |
| Date of birth | | | | | |
| Last designation held | | | | | |
| Name of the Department from where retired | | | | | |
| Date of retirement | | | | | |
| PPO No. | | | | | |
| Last pay Drawn and level | | | | | |
| Monthly Pension sanctioned | | | | | |
| Present Address | | | | | |
| Contact No.(Mobile) | | | | | |
| Email ID | | | | | |
| Educational Qualification | | | | | |
| Details of Experience (Add a separate sheet if required) | | | | | |
| S.No. | Organization/Ministry/ Department | Post held | From | To | Nature of work |

Following documents may be attached:

- (i) Copy of CV
- (ii) Last Pay certificate
- (iii) Copy of the Retirement order

Declaration

I hereby certify that the statements made & documents submitted in this Performa are true and accurate to the best of my knowledge and belief. I understand that if any information and document provided is found to be false or withheld at any stage, my candidature may be rejected. Furthermore, in the event of my selection any discrepancies or omissions discovered may result in the termination of my engagement without prior notice.

Date:

Place:

Signature: _____

Name: _____