

F.No. A-12003/2/2022 (Admn)

Government of India Staff
Selection Commission

(Northern Region)

Dated: 10/03/ 2023

OFFICE MEMORANDUM

Subject: Hiring services of 06 Consultants -reg.

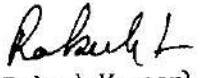
The Staff Selection Commission (NR) invites applications from retired Officers for engagement as Consultant purely on contract basis for a period of one year from the date of engagement which may be extended or curtailed as per the functional requirement.

2. The details including eligibility criteria, terms & conditions, are enclosed (**Annexure-I**). The SSC (NR) reserves the right to accept or reject in part or all the responses without assigning any reasons whatsoever.

3. The last date for receipt of applications, in the prescribed format is 27th March, 2023. Applications received after due date or without supporting documents will not be considered.

4. The applications received would be processed and the selected candidates empanelled, on a continuous basis, for immediate deployment in the SSC (NR), as per requirement.

5. Application as per format enclosed (**Annexure-II**) may be sent to Under Secretary (III), Staff Selection Commission, Northern Region, 5th Floor, Block No-12, CGO Complex, Lodhi Road, New Delhi – 110003 or email to rd-nr@ssc.nic.in


(Rakesh Kumar)
Under Secretary

Staff Selection Commission
(Northern Region)

Terms and Conditions for Engagement of Consultants

1. Vacancy:

Vacancy for engagement of Ex- Government servants at SSC (NR) Office is as follows:

- a) Legal Consultant (Designated as LC) - Vacancy 01
- b) Finance and Account Consultant (Designated as F&AC)- Vacancy 01
- c) Recruitment and Office Consultant (Designated as R&OC) - Vacancy 04

Note: The total vacancy at SSC (NR) office is 06, however the above vacancy in particular head can be changed based on outcome of final available candidates for vacancy.

2. Job Description:

The selected consultant has to report to the Office of RD, SSC(NR) for further detailment of work. Any subsequent assignment will be done by RD (NR).

a) For Legal Consultant:

The engaged (Legal Consultants) would be required to perform the following functions:-

- 1) To maintain and monitor database on the cases decided by or pending with the CAT , High Courts and the Supreme Court / any Court of Law / Tribunal / quasi-judicial body.
- 2) To draft petitions, replies, rejoinders, affidavits and other pleadings.
- 3) Legal documents to be filled before various Courts.
- 4) To obtain opinion legal matters.
- 5) To maintain close coordination with Senior Law Officers, Government Counsels etc.
- 6) Scrutiny of petitions.
- 7) Analysing the feasibility and methodology of implementation of court verdicts and orders.
- 8) Any other work assigned to them.

b) For Finance and Account Consultant:

- 1) Prepare Contingent Bills, Advance Bills, Medical Bills, Honorarium Bills, Gem Bills, TA Bills, LTC Bills, Exams Bills, Adjustment Bills in hard copy and PFMS online mode.
- 2) Maintain Bill Register, P.S. Register, OE Register, Budget Register, T.A. Claim and T.A. advance Register, Children Education Allowance Register, Contingent Advance Register, MAE Register, Check Register, LTC Advance Register, Budget Control Register, Retirement Register, Conveyance Register, Honorarium Register, Income Tax Register.
- 3) Prepare monthly expenditure report, Quarterly Report of GST- Return, Annual Report, GST- Return every month.
- 4) Prepare All type Challans (Cash, DD, Cheque and RTI).
- 5) Prepare Salary every month in respect of all officers/personnel of this office.
- 6) Settlement of Audit Paras.
- 7) Formulation of Budget Estimate, Revised Estimate and Supplementaries.
- 8) Maintain and update record of expenditure in soft/hard copy.
- 9) Any other work assigned to them.

c) **For Recruitment and Office Consultant:**

To assist and perform exam related work w.r.t various exams conducted by SSC. Especially work will be related to the preparation of files pertaining to Selection Post exam where sound knowledge of Interpretation of Recruitment Rules is required. Also Selection List/ Reserve List and various reports pertaining to the exam are to be prepared.

3. **Eligibility:**

General:

The candidate should have retired from Central/ State Government/ Public Sector Undertakings/ Autonomous/Statutory Government Bodies.

a) **For Legal Consultant:**

Retired Govt. Employee of ASO/SO/US level having at least three years' experience in the aforesaid functions/of aforesaid work. Preference will be given to such retired govt. employees who hold Graduate Degree in Law.

b) **For Finance and Account Consultant:** Retired Govt. Employee of ASO/SO/US level having at least three years' experience in the aforesaid functions/of aforesaid work. Preferably he should have worked in F&A section of the office from where he had retired. Preference will be given to higher level.

Must be proficient in Computer (MS Word, Excel and PPT).

c) **For Recruitment and Office Consultant:**

A Government Officer who had retired from Ministries/Central Government Offices situated in Delhi must be of the level of SO/US. Preference will be given to higher level. **The officer should not be from Stenographer background.**

Experience:-Must have at least three years experience in the matter pertaining to recruitment including framing of Recruitment Rules.

Must be proficient in Computer (MS Word, Excel and PPT)

4. **Period of Engagement:**

The engagement of Consultants will be purely on short term contract basis. The initial engagement as Consultant would be for a period of one year, which may be extended depending upon the requirement of the Commission and performance review, but shall not be extended beyond 5 years after superannuation.

The engagement of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of consultancy with the Commission.

5. **Age Limit:**

Not more than 64 years of age on the last date of application.

6. **Remuneration: (as per DoE OM F No. 3/25/2020-E.IIIA dated 9th Dec, 2020)**

A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase during the contract period.

7. Selection Procedure:

Candidates meeting the conditions shall be empanelled on the basis of criteria like experience, qualification, etc. Interview will be conducted for short-listed applicants.

8. Working facilities to be provided:

Only the basic facilities/ infrastructure will be provided to the Consultants. No Transport, Telephone/Internet facility at residence, stenographic/clerical support, etc. shall be provided.

9. Other entitlements of Consultants (IT): (as per DOE OM F No. 3/25/2020-E.IIIA dated 9th Dec, 2020)

Leave: Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed.

TA/DA: The Consultants shall be allowed TA/ DA on official tour, if any, as per his/her entitlement at the time of retirement.

Accommodation/ HRA: No accommodation or HRA will be provided by the Commission.

Transport Allowance: An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of engagement.

10. Working hours:

The Consultants shall have to work as per the working hours of the Commission. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holidays.

The Consultants will be required to mark his attendance.

11. Tax deduction at Source:

Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment of remuneration.

12. Confidentiality of data and documents:

- 1) The Consultants shall not utilize or publish or disclose or part with, to a third party, any data or statistics or proceedings or information gathered during the course of the assignment for the office, without the written consent of the Commission. The Consultant shall be bound to hand over the entire set of records of assignments to the office before the expiry of the contract and before the final payment is released by the Commission. The Consultants shall sign an agreement of confidentiality with the Commission to this effect which shall contain a clause on Ethics and Integrity.
- 2) The Consultant shall be expected to follow all the rules and regulations of the Government of India which are in force. He/ She will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the Individual Consultant are not found satisfactory or found in conflict

with the interests of the Staff Selection Commission/ Government of India , his/her services will be liable for discontinuation without assigning any reason.

(3) The individual Consultant shall not advertise or otherwise make public for purposes of commercial advantage that it has a contractual relationship with Staff Selection Commission, nor shall the Consultant, in any manner whatsoever, use the name, emblem or official seal of Staff Selection Commission, or any abbreviation of the name of Staff Selection Commission, in connection with its business or otherwise without the written permission of Staff Selection Commission.

Any violation in the above matter will be dealt as per prevailing Government norms.

13. Conflict of Interest:

The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Commission. No Consultant would be permitted to take up any other assignment during the period of Consultancy.

14. Termination of engagement:

The Commission may terminate **the** services of the Consultants, if:

- The Consultant is unable to accomplish the assigned works.
- Quality of the accomplished work is not to the satisfaction of Commission.
- The Consultant fails in timely achievement of the milestones as decided by the Commission.
- The Consultant is found lacking in honesty and integrity.
- A government official is posted who could do the Consultant's job.
- The requirement of Consultant for the work assigned ceased to exist.
- The undertaking given by the Consultant is found false.
- The Consultant completes 5 years of retirement.

The services can be terminated by giving fifteen days' notice in writing from either side. The termination will be without prejudice to either party's rights accrued before termination.

15. Accident, Injury, etc., during the period of engagement:

The Commission shall not be responsible for any loss, accident, damage, injury suffered by the Consultant whatsoever arising in or out of the execution of his work, including travel.

16. Rights of the Staff Selection Commission:

The Commission reserves the right to cancel and not to proceed in the matter for engagement of Consultants at any stage without giving any reason, whatsoever.

APPLICATION FOR CONSULTANT IN THE STAFF SELECTION COMMISSION (NR)

Recent passport size photograph.

1.	Full Name		
2	Father's/ Husband's Name		
3	Date of Birth		
4	Age as on the closing date of Application (in years and months)		
5	Contact Details	Mobile	
		Email ID	
6	Address for communication		
7	Date of joining Govt. service		
8	Date of retirement.		
9	Retirement and the post and level from which retired (Please enclose a copy of the retirement order)		
10	Name of the Ministry/ Department/ Organisation from which retired Last Pay drawn (Please enclose copy of LPC)		
11	Qualifications.		
12	PPO No. (Please enclose a copy)		
13	Brief Particulars of experience (A separate sheet may be annexed)		

I hereby declare the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/ incomplete or ineligibility being detected any time before OR after selection, my candidature is liable to be rejected and I shall be bound by the decision of the Staff Selection Commission. I accept the terms and conditions for engagement as Consultant (IT).

Place:.....

Date:.....

Signature:

Name:.....