

F.No.A-11017/397/2025-Admn.
National Commission for Protection of Child Rights
5th Floor, Chanderlok Building, 36 Janpath,
New Delhi – 110 001

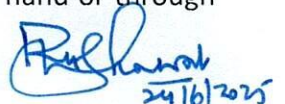
Dated the 24th June, 2025

CIRCULAR

Sub: Engagement of retired Officers as Consultant in the National Commission for Protection of Child Rights (NCPCR) on contract basis - reg.

National Commission for Protection of Child Rights (NCPCR) - a Statutory Body under the administrative control of Ministry of Women & Child Development (MWCD), Government of India invites applications from retired Officers for engagement as Consultant purely on contract basis initially for a period of one year from the date of engagement which may be extended or curtailed as per the requirements of the Commission.

2. Details including eligibility criteria and terms & conditions etc. are enclosed at **Annexure-I**. The NCPCR reserves the right to accept or reject in part or all responses without assigning any reason whatsoever.
3. The last date/time for receipt of applications is 23.07.2025 by 5:30 P.M. The applications received after due date/time or without requisite documents shall not be entertained.
4. Application as per format enclosed (**Annexure - II**) may be sent to Registrar, NCPCR, 5th Floor, Chanderlok Building, 36 Janpath, New Delhi – 110 001 through post/by hand or through E-mail - registrar.ncpcr@nic.in .


(Rajesh Kumar Singh)
Registrar, NCPCR

To:

1. IT Division, NCPCR to upload the vacancy circular on website of the Commission.
2. Deputy Secretary (Adm.), MWCD with request to upload the vacancy circular on the website of MWCD.
3. Director (CS-I), CS Division, DoPT, Lok Nayak Bhawan, Khan Market, New Delhi-110 003 - with request to upload this Vacancy Circular on DoPT's Website.

Terms and Conditions for Engagement of Consultants**1. No. of Vacancies**

Tentative number of Consultants proposed to be engaged by NCPCR which is located at 5th Floor, Chanderlok Building, 36, Janpath, New Delhi is 2 (two). However, number of vacancies can be changed (increased/decreased) depending on outcome of availability of suitable candidates as well as requirement of the NCPCR. The selected person shall be assigned a suitable designation as Consultant/Senior Consultant, as the case may be.

2. Job Description

The selected person is expected to handle work relating to administration, co-ordination, RTI, public grievances, organizing programmes/events and parliament related matters (including Parliament Questions) and shall report to appropriate authorities in NCPCR. The actual job description of a Consultant will depend upon the work profile/experience possessed by the selected person.

4. Eligibility Conditions

- i. Must have retired from Central/State Government/PSUs/Autonomous/ Statutory Bodies, Semi-autonomous Bodies etc. as Deputy/Under Secretary or equivalent level posts. However, preference shall be given to officers retired from central Ministries/Departments;
- ii. Must possess at least Graduate Degree in any discipline;
- iii. Must be conversant with functioning of Ministries/Departments and its organisations.
- iv. Must have very good working knowledge of computer (MS Office/MS Excel/MS Power Point/E-Office/Internet/E-mail).
- v. Must possess experience in one or more of the following areas of work:

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- (a) Creation/abolition of posts, framing of Recruitment Rules, Recruitments, personnel matters, outsourcing of manpower.
- (b) General Administration, organizing meetings/programmes/events, management of contracts, protocol and other matters connected with General Administration;
- (c) Handling of RTI/Appeals, Public Grievance petitions, Co-ordination (internal as well as external organizations) Parliament related matters (including Parliament Questions); Parliament Standing Committees.

4. Period of Engagement

The engagement of Consultants shall be done purely on short-term contract basis. The initial period of engagement shall be for a period of one year, which may be further extended depending upon requirement of the Commission and the performance review of the Consultant, but shall not be extended beyond 65 years. The engagement of Consultant shall be on full-time basis and they would not be permitted to take up any other assignment during period of consultancy with the Commission.

5. Age Limit

Not more than 64 years of age (as on closing date for receipt of applications).

6. Remuneration [As per Para-6 of 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 prescribed eligibility conditions shall be empanelled on the basis of criteria like experience, qualification, etc. Interview will be conducted by a duly constituted Selection Committee from amongst short-listed applicants.

8. Working facilities to be provided

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

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9. Other entitlements [As per DOE OM F.No.3/25/2020-E.IIIA dated 09.12.2020]

- (a) **Leave:** Paid leave of absence will be allowed @ 1.5 days for each completed month of service and on a *pro-rata basis* for a part of the month of service. Accumulation of leave beyond a calendar year shall not be allowed.
- (b) **TA/DA:** The Consultants shall be allowed TA/DA on official tour, if any as per his/her entitlement at the time of retirement.
- (c) **Accommodation/HRA:** No accommodation or HRA will be provided by the Commission.
- (d) **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 his/her engagement as Consultant with the Commission.

10. Working hours:

The Consultants shall have to work as per the working hours of the Commission. However, depending on the exigency of work, Consultant may be required to come early or sit late to complete the time bound work or attend office on holidays/Saturdays/Sundays. No extra remuneration or fee shall be payable if work requires late sitting or coming on holidays/Saturdays/Sundays. Consultant will be required to mark his/her attendance in the Aadhar Enabled Biometric Attendance System [AEBAS] installed at the Commission.

11. Tax deduction at Source:

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

12. Confidentiality of data, information and documents:

- i. 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, 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

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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.

- ii. The Consultant shall be expected to follow all the rules and regulations of the Government of India which are in force. S/He 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 NCPCR, his/her services shall be liable for termination without assigning any reason.
- iii. The individual Consultant shall not advertise or otherwise make public for purposes of commercial advantage that it has a contractual relationship with NCPCR, nor shall the Consultant, in any manner whatsoever, use the name, emblem or official seal of the Commission, or any abbreviation of the name of NCPCR, in connection with its business or otherwise without the written permission of the Commission. **Any violation in the above matter will be dealt as per prevailing law/regulation/Government norms.**
- iv. The person selected as Consultant shall be required to execute Non-Disclosure Agreement/undertaking prior to his/her engagement.

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/detrimental to the interests of the Commission. No Consultant would be permitted to take up any other assignment during the period of Consultancy. The person selected as Consultant shall be required to tender an Undertaking in a prescribed format prior to his/her engagement.

14. Termination of engagement:

The Commission may terminate the services of a selected Consultant forthwith without assigning any reason, if s/he is:

- i. unable to accomplish the assigned task to the satisfaction of his/her reporting officer;

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- ii. unable to deliver quality of accomplished work to the satisfaction of his reporting or superior Officer/(s).
- iii. fails in timely achievement of milestones as decided by his reporting/superior Officer/(s).
- iv. found lacking in honesty and integrity.
- v. discovered that undertaking tendered by him/her is false and/or misleading.
- vi. failing to perform duties/services as assigned to him/her by his/her controlling officer with all necessary skills, due diligence, efficiency and economy.

The contract of consultancy may also be terminated by giving 30 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 whatsoever suffered by the Consultant arising in or out of the execution of his work, including travel.

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APPLICATION FOR CONSULTANT IN THE NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS (NCPCR)

1.	Full Name	
2.	Father's/Husband Name	
3.	Date of Birth (DD/MM/YYYY)	
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)	

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 National Commission for Protection of Child Rights. I accept the terms and conditions for engagement as Consultant.

Place:.....

Date:.....

Signature:

Name:

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