

No. 26011/1/2017-HR/690
Government of India
Ministry of Home Affairs
NATGRID

1st Floor, Shivaji Stadium Annexe building,
Shaheed Bhagat Singh Marg, New Delhi
Dated: 23rd April, 2018

Circular

Sub: Engagement of Consultants in NATGRID, MHA- reg.

The National Intelligence Grid (NATGRID), an attached office of the Ministry of Home Affairs, invites applications from retired Govt. Servants from Central Government Ministries / Departments / CPSUs /CAPFs/Defense/Central Autonomous bodies having experience of functioning in Government organizations.

2. The details including role names, number of personnel required, job-description, eligibility criteria, terms of reference, form of application etc. for engagement of consultants are available on MHA's website (www.mha.nic.in) and DoPT's website (www.dopt.gov.in).
3. NATGRID reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.
4. Last date for receipt of applications is 15 days from the date of issue of circular/uploading in the MHA's website (excluding the date of uploading). Applications received incomplete or after the due date will not be considered.
5. Interested candidates may submit their applications to the undersigned at the address "National Intelligence Grid, Ministry of Home Affairs, 1st Floor Shivaji Stadium Annexe, Shaheed Bhagat Singh Marg, New Delhi-110001 within due date along with copy of retirement notification order, copy of PPO, LPC, certificate in support of educational qualification and certificate of fitness from Govt. Hospital/ Dispensaries/ A.M.A./ Certified Doctors from CGHS empaneled Hospitals.



(Sanjay Gupta) 23.4.18

Dy. Director (HR)

E.mail : ddhrnig@nic.in

Copy to :

1. All Ministries /Departments of Govt. of India. They are requested to give this notice wide publicity amongst all their eligible retiring /retired officials.
2. Copy also forwarded to the NIC cells of MHA and DoPT for up-loading on the websites of MHA and DoPT.

1/7

Ministry of Home Affairs

NATGRID

1 JOB DESCRIPTION:

1.1 The job description for the following posts are given at **Annexure I-II**.

S. No.	Name of the role	Number of personnel required	Job Profile
1.	Consultant (Section Officer)	i) Establishment /HR Matters	Annexure-I
		iii) Financial & Budget Matters	
2.	Driver	1	Annexure-II

2. PERIOD OF ENGAGEMENT :

- 2.1 The initial engagement as Consultant would be for a period of 6 (six) months, which may be extended beyond six months depending upon the requirement of NATGRID and performance review of the consultants.
- 2.2 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 NATGRID.
- 2.3 The engagement of Consultants would be of a temporary nature against the tasks assigned. The engagement can be cancelled at any time by NATGRID without assigning any reason.

3. GENERAL REQUIRMENTS FOR CONSULTANTS :

Consultants should have retired from Central Government Ministries / Departments / CAPFs /Defense/ CPSUs /Autonomous bodies having experience of functioning in Government bodies in the concerned fields.

4. FEE PAYABLE TO CONSULTANTS :

The fee payable to the Consultants will be as per the Government norms (Last Pay drawn- Pension).

5. PROCEDURE FOR SELECTION OF CONSULTANTS :

Following procedure will be followed by the Committee for selecting candidates for engagement as consultant :

- a) Scrutiny of applications ;
- b) Face to face interview.

6. WORKING FACILITIES TO BE PROVIDED :

Only the basic working facilities / infrastructure will be provided to the consultants. No Transport /Telephone/Internet facility at residence etc. shall be provided.

7. OTHER ENTITLEMENTS OF CONSULTANTS :

(a) LEAVE :

Consultants shall be eligible for 2.5 days leave in a month on pro-rata basis. No other leave would be allowed.

(b) TA/DA :

No TA/DA shall be admissible for joining the assignment or on its completion. The Consultants would be entitled to draw TA/DA for work-related travel as per his/her last entitlement at the time of retirement as per the Government norms.

(c) ACCOMODATION :

No accommodation or HRA will be provided by NATGRID.

(d) POWERS :

The Consultants shall not exercise any statutory, legal or financial power.

8. CONFIDENTIALITY OF DATA AND DOCUMENTS :

The Consultant shall not utilize or publish or disclose or part to third party any data or statistics or proceedings or information gathered during the course of this assignment without the written consent of NATGRID.

9. WORKING HOURS :

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

10. TAX DEDUCTION AT SOURCE :

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which NATGRID will issue TDS certificates. Service Tax, as applicable shall be payable extra, at the prevalent rates.

11. RIGHTS OF NATGRID :

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

12. TERMINATION OF ENGAGEMENT:

NATGRID may terminate contract if:

- The Consultant is unable to accomplish the assigned works.
- Quality of the accomplished works is not to the satisfaction of NATGRID.
- The Consultant fails in timely achievement of the milestones as decided by NATGRID.
- The Consultant is found lacking in honesty and integrity.
- Posting of a government official who could do the Consultant's job.
- The contract 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.

3/7

Annexure-I

Role Name : Consultant (Section Officer)

1. The applicants should have worked in the Central Government Ministries / Departments / CPSUs /CAPFs/Defense/Central Autonomous bodies as Section Officer or equivalent and retired in the Pay Level 8/9/10 (Pay Band - 2 +G.P. 4800/PB-2 +GP 5400/PB-3 + GP 5400- pre-revised) with sufficient experience in any of the areas as mentioned at Para 2 (a) &(b) below :

2. Scope of Work /Job responsibilities in the Categories

a) Establishment /HR matters

- Human resources
- Talent Acquisition
- Office Management
- Recruitment
- Service/Personnel matters
- Seniority , Promotion, Reservation
- Matters relating to Pay fixation of officers;
- Proposals regarding reimbursement of Children Education Allowance;
- Encadrement matters and matters relating to posting of the staff by MHA/DoPT;
- LTC matters, sanctioning of advance for LTC, encashment of leave and making entries in the service book for record;
- Medical reimbursement bills;
- The matters relating to withdrawal from GPF A/c;
- Training matters ;
- Processing of proposal/papers relating to Govt. Servants due for retirement;
- Matters relating to Work Distribution;
- Furnishing /submitting reports relating to Estt. matters to MHA;
- Maintenance of leave records;
- Expertise in working with Microsoft Word, Excel etc. & email correspondence.
- Other Misc. Estt. Matters.

b. Financial & Budget Matters

- Assist Finance Division in project formulation.
- Scrutiny and appraisal of expenditure proposals for concurrence or screening.
- Ensure compliance with the guidelines and instructions issued by the MoF, Planning Commission, etc. with respect to all the processes involved in Project formulation, Appraisal, Monitoring and Evaluation.
- Knowledge of GOI rules and guidelines including that of central vigilance Commission.
- Assist Finance Division in coordinating with the MHA & MoF for Appraisal, Evaluation, and Monitoring of Projects/proposal.
- Coordinate with Divisions to formulate Budget estimates based on expenditure analysis and assessment of performance against Outcome Budget targets.
- Knowledge of General Financial Rules, Fundamental and Supplementary Rules, Manual for procurement of goods and consultancy & other services etc.
- Expertise in working with Microsoft Word, Excel etc. & email correspondence.

Role Name : Driver

1. The applicant should have worked as Staff Car Driver in Central Government Ministries / Departments / CPSUs /CAPFs/Defense/Central Autonomous bodies in the Pay Level 2/4/5/6 possessing license and having experience in the areas as mentioned at Para 2 below.

2. Scope Of Work /Job Responsibilities

- i. Having valid Govt. LMV License for Driving of Cars.
- ii. Experience in driving of Govt. Vehicles in Delhi/NCR.
- iii. Well versed with the routes of various destinations in Delhi/NCR.
- iv. Acquaintance with necessary protocol of working with Sr. Officers from Govt.

APPLICATION FORMAT FOR CONSULTANT (SECTION OFFICER)

ROLE APPLIED FOR: CONSULTANT (SECTION OFFICER)

HAVING SPECIALISATION/ EXPERIENCE IN THE CATEGORY/CATEGORIES

(a-Estt. & HR Matters) (b- Financial & Budget Matters)

1. Name in full (BLOCK LETTER)
2. Father's Name
3. Address for correspondence with Pin Code
4. Tel/ Mobile No. & email id
5. Date of Birth & Date of superannuation from Govt. Service
6. Designation and office address
(last post held at the time of retirement)
7. PPO & LPC NO.
8. Last pay drawn at the time of retirement

Pay level (as per pay matrix 7th CPC)-
Grade Pay (pre-revised) -
Pay Band (pre-revised) -
9. Educational Qualification
10. Brief Particulars of experience in Govt. Service (The details of experience in the specialized category/categories as mentioned above should be given)
(Attach a separate sheet if necessary)
11. Details of present employment
(Wherever applicable)
12. Additional relevant information if any in support of your suitability for the said engagement (Attach a separate sheet if necessary)

Photograph (self- attested with signature across)
--

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angel at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of consultants. I also understand that action against me will be taken by the concerned authorities if I am declared by them to be guilty of any type of misconduct mentioned herein.

Signature of candidate

Name : _____

Place :

Date:

6/7

APPLICATION FORMAT FOR DRIVER

ROLE APPLIED FOR: DRIVER

1. Name in full (BLOCK LETTER)
2. Father's Name
3. Address for correspondence with Pin Code
4. Tel/ Mobile No. & email id
5. Date of Birth & Date of superannuation from Govt. Service
6. Designation and office address
(last post held at the time of retirement)

7. PPO & LPC NO.
8. Last pay drawn at the time of retirement

Pay level (as per pay matrix 7th CPC)-
Grade Pay (pre-revised) -
Pay Band (pre-revised) -

9. Educational Qualification
10. Brief Particulars of experience in Govt. Service (The details of experience in the specialized category/categories as mentioned above should be given)
(Attach a separate sheet if necessary)

11. Details of present employment
(Wherever applicable)

12. Additional relevant information if any in support of your suitability for the said engagement (Attach a separate sheet if necessary)

Photograph

(self- attested
with signature
across)

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angel at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of consultants. I also understand that action against me will be taken by the concerned authorities if I am declared by them to be guilty of any type of misconduct mentioned herein.

Signature of candidate

Name : _____

Place : ^

Date :

7/7