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NCTE

National Council for Teacher Education
G-7, Sector-10, Dwarka,
New Delhi-110075

NCTE-Estt019/1/2024-Esst Section-HQ

Dated: 09th April, 2024

WALK-IN-INTERVIEW

The National Council for Teacher Education (NCTE), a Statutory Body under the Ministry of Education, Government of India invites application from eligible candidates for engagement to the following positions purely on contract basis through **Walk-In-Interview scheduled to be held on 22.04.2024 at 11:00 A.M. :-**

Consultant (Admin-1)- 02 (Two post) purely on contract basis for NCTE Hqrs., Dwarka, New Delhi-110075.

1.	Eligibility	a) Should have retired from the post of SO/ ASO or equivalent from any Central Ministry / Deptt./ PSUs/ Autonomous bodies etc. or any other organisation under the Central Govt.; b) Should have a thorough knowledge of the Govt. of India Rules/Instructions/ guidelines etc. & experience regarding Appointments/ Promotions/ Deputation/ Other Service matters/ Recruitment Rules/ RTI/ Public Grievances/ Court cases/ Parliamentary matters/ TA/ LTC etc. alongwith experience of working in Admin/ Establishment Section etc.; c) Should have working knowledge of computer, required for day-to-day functioning of office.
2.	Age	Not exceeding 63 years.
3.	Remuneration	Rs.60,000/- p.m. (Consolidated) for SO (at the time of retirement) or equivalent

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		Rs.50,000/- p.m. (Consolidated) for ASO(at the time of retirement) or equivalent
4.	Mode of selection	Walk-in-Interview.
5.	Duration of engagement	Initially for a period of six months and extendable on need based and performance basis.

Consultant – Admin-2 (General Administration)- 02 (Two post) purely on contract basis for NCTE Hqrs., Dwarka, New Delhi-110075.

1.	Eligibility	<p>a) Should have retired from the post of SO/ ASO or equivalent from any Central Ministry / Deptt./ PSUs/ Autonomous bodies etc. or any other organisation under the Central Govt.;</p> <p>b) Should have a thorough knowledge of the Govt. of India Rules/Instructions/ guidelines etc. & experience regarding Procurement through GeM etc./ tendering/ maintenance of office equipments/ maintenance of office space and all other matters concerning General Administration etc.;</p> <p>c) Should have working knowledge of computer required for day to day functioning of office.</p>
2.	Age	Not exceeding 63 years.
3.	Remuneration	Rs.60,000/- p.m. (Consolidated) for SO (at the time of retirement) or equivalent Rs.50,000/- p.m. (Consolidated) for ASO (at the time of retirement) or equivalent
4.	Mode of selection	Walk-in-Interview.
5.	Duration of engagement	Initially for a period of six months and extendable on need based and performance basis.


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Consultant (Accounts)- 03 (Three post) purely on contract basis for NCTE Hqrs., Dwarka, New Delhi-110075.

1.	Eligibility	a) Should have retired from the post of Accounts Officer/ Sr. Accountant/ SO/ASO or equivalent from any Central Ministry / Deptt./ PSUs/ Autonomous bodies etc. or any other organisation under the Central Govt.; b) Should have a thorough knowledge of the Govt. of India Rules/Instructions/ guidelines etc. & experience regarding Financial, Accounting, Budgetary and related matters; c) Should have working knowledge of computer required for day to day functioning of office.
2.	Age	Not exceeding 63 years.
3.	Remuneration	Rs.60,000/- p.m. (Consolidated) for SO (at the time of retirement) or equivalent Rs.50,000/- p.m. (Consolidated) for ASO (at the time of retirement) or equivalent
4.	Mode of selection	Walk-in-Interview.
5.	Duration of engagement	Initially for a period of six months and extendable on need based and performance basis.

Other Terms & Conditions of the Contract:

1. The NCTE reserves the right to change the number of posts or not to fill up any of the post, if the circumstances so warrant.
2. The eligible candidates must submit the application in the prescribed application proforma with all the required self-attested documents addressed to the Deputy Secretary (Admn.I), NCTE, G-7, Sector-10, Dwarka, New Delhi, at the time of Walk-in-Interview.
3. Incomplete applications or applications received after the date & time of Walk-in-Interview shall not be considered.


Under Secretary (Admin-I), NCTE

Modalities & Terms of Reference (ToR) for engagement of Consultants:

1. General conditions for engaging of Consultants:

- Interested candidates may submit their application in the enclosed format with one latest passport size photograph to be affixed on the application along with self-attested photo copies of all the educational certificates in a sealed cover with super-script "Engagement of Admin-I, Admin-II & Accounts Consultants on short term contract basis in NCTE" addressed to DS- Admin-I, National Council for Teacher Education, Sector-10, Dwarka, New-Delhi -110075 at the time of registration & documents verification. The registration & documents verification of all candidates shall be held between 09:30 A.M. to 11:00 A.M. on 22.04.2024 before the start of interview. No candidate shall be allowed for registration and documents verification after 11.00 A.M. on 22.04.2024 under any circumstances.
- Consultant will be engaged for fixed period for providing high quality services within given timeline.
- Persons with requisite qualification and experience as prescribed would be hired as consultant.
- The initial tenure of engagement for a person as consultant would be 6 months from the date of joining. Extension after 6 months will be considered on need basis and performance based with the approval of Competent Authority.
- Consultant will be appointed on full time basis. Consultant appointed on full time basis would not be permitted to take up any other assignments during the period of engagement with National Council for Teacher Education.
- If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he / she will be liable for termination in addition to any administrative and / or legal action as NCTE may deem fit.

2. Procedure for a Selection:

The Selection of candidate will be made as per selection procedure. *NCTE reserves the right to increase / decrease the number of posts as per requirement.*

3. Conflict of Interest:

The Consultant shall be expected to follow all the rule and regulations of the NCTE and Govt. of India as applicable to its officers and any situation of conflict of interest shall be discussed. He / She will be expected to display utmost integrity, confidentiality of office matters and sincerity while discharging his/her duties. In case the service of the Consultant is not found to be satisfactory or



found in conflict with the interests of the NCTE or Government, his/her services will be liable for discontinuation without assigning any reason.

4. Entitlement of Consultants:

- i. Consultants will be paid monthly consolidated remuneration will be paid as per details as mentioned above.
- ii. No Dearness Allowances or any other allowances are admissible.
- iii. Consultants will be entitled for one day leave for each completed month of consultancy. However, the un-availed leave will not be carried forward beyond the period of engagement.

5. Termination Notice:

- i. Any breach of Contract executed by the Consultant with the National Council for Teacher Education shall be considered a sufficient ground for the termination of the engagement made under the Contract and may further debar such Consultant from future engagement in National Council for Teacher Education.
- ii. Notwithstanding anything contained hereinabove, National Council for Teacher Education and/or Consultant may terminate the contract by giving one-month notice.
- iii. The National Council for Teacher Education can cancel the appointment of Consultant at any time without providing any reason for it. However, in the normal course it will provide 15 days' notice to the consultant.

6. Relaxation:

Under exceptional circumstances and in case of meritorious candidates the above guidelines may be relaxed with the approval of Competent Authority.



Application for the post of Consultant (Admin.1/ Admin.2/ Accounts) on contract basis in National Council for Teacher Education

1	Full Name (in Block letters)		Recent Photo
2	Date of Birth		
3	E.Mail Id		
4	Mobile Number		
5	Residential Address		
6	Educational Qualification (Attach self-attested copies of Certificate)		
7	Date of Superannuation/ Retirement		
8	PPO No. (enclose a copy)		
9	Post held at the time of retirement		
10	Last pay drawn (Pay level & Pay)		
11	Transport Allowance (basic) at the time of retirement		
12	Organisation superannuated from		
13	Organisation currently working (if any)		
14	Working knowledge of MS Office, e-office and Internet browsing (Yes/No)		
15	Brief particulars of Experience of last 10 years *		

16	Details of Major/ Minor penalty imposed/blacklisted, if any, during the past 10 years before retirement
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* Please attach separate sheet if required.

Undertaking:

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this circular and accept all the terms and conditions for engagement of consultants.

(Signature of the Applicant)

Place:

Date: