



NESTS/ Admin/Consultant(Admin&HR)/540/2023-24

Dated: 23.07.2024

**Subject: - Engagement of Retired government employees on contract basis as Consultants (HR) in NESTS- reg.**

National Education Society for Tribal Students (NESTS), an autonomous organization under Ministry of Tribal Affairs, Government of India, invites applications from the Govt. employees who have retired as on closing date of application with levels 10 to 12 from any Ministry/ Department or its attached/ Autonomous body for engagement as Consultant (HR) in NESTS as under:

No of Position	AGE (Upper Limit)	Eligibility	Remuneration
03 (Two for establishment, One for Management of School)	62Years	1.Any individual, retired with levels 10 to 12 as per the Pay Matrix as per 7th CPC.  2. Should have working knowledge of computer application in the day-to-day functioning of office.  <b>3(a)For Establishment Position</b> Should have minimum five years of experience in handling establishment and service matters including maintenance of service records.  <b>3(b)For Management of School Position</b> Should have minimum five years of experience working in the field of school education at least in the position of Principal.	-- To be calculated by deducting the pension from the Basic Pay drawn at the time of retirement.  -- For persons retired with NPS, an amount equivalent to 30% of the last pay drawn at the time of retirement shall be deducted from the last basic pay and the resultant amount shall be the fixed monthly amount as remuneration.  -- The Consultant shall also be entitled for Transport Allowance at the rate applicable to him/her at the time of retirement.

2. The details including eligibility criteria, terms & conditions etc. of the above engagement are also available on the website i.e. <https://emrs.tribal.gov.in>.

3. Interested candidates, who fulfil the eligibility criteria, may submit their application in the prescribed proforma in sealed cover super-scribed "Application for engagement as Consultant (Admn/Management/HR)" which should reach this office latest by 13/08/2024 at the following address.

Joint Commissioner (NESTS),  
Gate No. 3A, Jeevan Tara Building,  
Parliament Street, New Delhi-110001

## **Terms & Conditions.**

### **1. Period of engagement**

The engagement shall be initially for a period of one year which may be extended/curtailed depending upon the performance of the Consultant or functional requirement of the Office with the approval of the Competent Authority.

» No Extension will be granted beyond the age of 65 years.

### **2. Selection Procedure**

The engagement will be purely on contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Consultants will be selected from shortlisted candidates on interview basis.

» NESTS reserves the right to reject any application without assigning any reason.

### **3. Remuneration**

A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement and for persons retired with NPS, an amount equivalent to 30% of the last basic pay as drawn at the time of retirement shall be deducted from the last basic pay and resultant amount shall be the fixed monthly amount as remuneration. The amount of remuneration so fixed shall remain unchanged for the term of contract and there will be no annual increment / percentage increase during the contract period. No DA/HRA, residential accommodation shall be admissible. Their engagement in the organisation shall not be considered as a case of re-employment.

### **4. Scope of Duties**

During the period of such engagement, the Consultants would be required to perform any work as assigned to them by the concerned division heads in the NESTS in which they would be posted to work as consultant.

### **5. Leave**

The Consultant will be entitled for the paid leave at the rate of 1.5 days for each complete month of service. Encashment/Accumulation of leave beyond contract period will not be allowed. In special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid.

## **6. 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. No TA/DA is admissible for joining the assignment or on its completion. However, the Consultants would be entitled to draw TA/DA as per normal rules as applicable to any serving Officer of an equivalent rank in NESTS whenever they are required to travel outside Delhi in connection with the work of NESTS.

## **7. Office time and working hours**

Engagement of Consultants would be on full time basis. Working hours shall be from 9.30 AM to 6.00 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The Consultants may be called on Saturday/ Sunday/ other Gazetted holidays, if required. The consultant may be required to mark his/her attendance in Bio-metric System or any other system as prescribed time to time.

## **8. 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 the office will issue TDS certificate.

## **9. Confidentiality of data and documents**

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

## **10. 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 this office. No Consultant would be permitted to take up any other assignment during the period of Consultancy

## **11. Termination of service**

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 07 days. In case, a Consultant desires to leave the • assignment, he/she has to give 07 days' notice which can be curtailed/extended depending upon the workload.  
» In the event any Consultant is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.

**12.** NESTS 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.

**13. Guidelines for the submission of the application**

The duly completed application in prescribed proforma should be submitted so as to reach the office latest by 13.08.2024. Any application received after the above date will not be entertained. The application should be submitted with the following documents: -

- a) Copy of PPO
- b) Copy of Last Pay Certificate
- c) Copy of PAN card and AADHAR card
- d) Service certificate mentioning date of retirement (for employees who are due to retire as on closing date of advertisement)

## Application for engagement of Consultant (Admin) in NESTS

1	Name in full (Block letters)						
2	Educational Qualifications						
3	Date of Birth						
4	As on 01.08.2024 in years & months						
5	Post/Rank held at the time of retirement (substantive grade)						
6	Date of superannuation from Govt. service						
7	AADHAR No (Enclose Photo Copy)						
8	PAN No (Enclose Photo Copy)						
9	PPO No (Enclose Photo Copy)						
10	Complete residential address						
11	Mobile Number						
12	E-mail I.D.						
13	Post/Rank held at the time of retirement (substantive grade)						
14	Last Office's address (at the time of retirement)						
15	Brief particulars of experience in Govt. service during last five years, just before retirement*	Post Held & Pay Level	From	To	Area of Experience*	Last Pay Drawn and Basic Pension	Whether covered under NPS or OPS
16	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.						

\* As regard Particulars/ Area of Experience, if required, separate sheets may be attached.

I hereby declare that the particulars furnished above in the pro forma are true and correct to the best of my knowledge and belief. In case of any discrepancy of information, the candidature of the undersigned be cancelled even after selection or joining to the post. I further declare that I was clear from vigilance angle at the time of my retirement. I have read Annexure II and ready to accept all the term & conditions for engagement of consultants.

(Signature of the Candidate)

Name:

Place:

Date:

Joint Commissioner (NESTS),  
Gate No. 3A, Jeevan Tara Building,  
Parliament Street, New Delhi-110001

Sir,

1. I hereby undertake:

- a) to treat all the information that come to my knowledge as part of my duties in this Office i.e. NESTS as confidential information and keep it strictly confidential.
- b) not to sell, trade, publish or otherwise disclose information to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
- c) to hold such confidential information in trust and confidence both during and after the terms of my engagement.
- d) not to engage in any other employment/ occupation/ consultancy or any other activity during my engagement with NESTS.
- e) to abide by data security policy and related guidelines applicable in the office of NESTS.
- f) not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
- g) to maintain highest standards of ethics & integrity during the period of engagement as Consultant.

2. In the event of my termination of employment for any reason whatsoever I shall promptly surrender and deliver to this Office any records/ material, equipment, documents or data which is of confidential nature.

3. I shall keep NESTS informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

5. For the purpose of this undertaking, Confidential Information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature)  
Name:

Address:

Date: