



# नेताजी सुभाष चंद्र बोस उच्च शिक्षा संस्थान

(यूजीसी अधिनियम, 1956 की धारा 3 के तहत मानित विश्वविद्यालय घोषित)

## NETAJI SUBHASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING

(Declared as Deemed to be University under Section 3 of the UGC Act, 1956)

### CIRCULAR

Subject: Engagement of retired Central Government employees as Consultants.

Netaji Subhash Chandra Bose Institute of Higher Learning (NSCBIHL). A & N Administration, Sri Vijaya Puram invites applications for engagement of Consultants from retired Government Servants (of the level of Assistant Director / Assistant Secretary) purely on Contract Basis, initially for a period of 01 year or till such vacancy is filled up with regular incumbent, whichever is earlier. The details regarding eligibility criteria, terms of references, etc. are as under:

Name of the Post	No of Post	Eligibility Criteria / Experience
Consultant (Administrative Officer)	1 (One)	Officers retired from the post of Assistant Director / Assistant Secretary/ Deputy Director/ Deputy Secretary from any of the Department under A & N Administration.
		a) The Educational Qualification: (i) Degree / Diploma in an any subject with atleast 15 years as Assistant Director in any Department under A & N Administration. (b) Experience: ii) Should have experience of handling Administrative works including Service Records, Recruitment, Promotion, Legal matters / court cases. (iii) Should have experience IT / computerization related works. (c) Age : Should be less than 62 years. Submitted please.

2. The terms and conditions of engagement of these Consultants would be guided by the Office Memorandum No.3-25I2O2GE.III.A dated 9.722O2O of Department of Expenditure.

3. Retired Central Government officers who are eligilble and willing to accept the terms and conditions at ANNEXTURE-I may send application at e-mail [nscbihl.ani@gmail.com](mailto:nscbihl.ani@gmail.com) with a cc to [vc-nscbihl@and.nic.in](mailto:vc-nscbihl@and.nic.in) with duly filled Bio-data ANNEXURE-II along with a copy of the PPO/Pensioner card within 7 days from the date of issue of this Circular. Shortlisted candidates may be required to attend an interview as and when informed. No TA/DA will be paid for attending the interview.

Officer on Special Duty  
NSCBIHL

1/12/25  
NSCBIHL/GC/2025-26/136



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### ANNEXURE.I

#### GENERAL TERMS AND CONDITION

1. The contractual appointment will be purely on Contract basis and will be in the establishment of NSCBIHL, Sri Vijaya Puram.
2. The consultants should preferably be a resident of A & N Islands only.
3. The monthly remuneration payable will be fixed as per formula of 'Last pay drawn -minus Pension' excluding Dearness Allowance. The amount of remuneration shall remain unchanged for the entire term of the contract. There will be no annual increment / percentage increase during the contract period"
4. The Income tax and any other tax liable to be deducted, as per prevailing rates, will be deducted at source before effecting the payment of remuneration.
5. An appropriate and fixed amount as Transport Allowance for the purpose of commuting between residence and place of work shall be allowed not exceeding the rate applicable to him at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, they may be allowed TA & DA on official tour, if any, as per their entitlement at the time of retirement."
6. The consultants will not be entitled for any other kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, transport facilities, etc.
7. The engagement period for the consultant would be initially for a period of one year or till such vacancy is filled with regular incumbent, whichever is earlier. This period may be extended subject to review at the sole discretion of this Vice Chancellor of the Institute.
8. The retired Govt. officers below the age of 62 years as on closing date of the application will be considered.
9. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed / carried forward in case the engagement period is extended- Also, no payment in lieu of un-utilized leaves will be paid by this Institute at the time of expiry of contract.
10. The candidate will be required to sign an agreement of confidentiality with the Government of India containing a clause on Ethics and integrity. –
11. The Institute may terminate the services of Consultants in case he/she is unable to achieve the assigned works within the time-frame or the work assigned to him/her is not satisfactory to the Institute or he/she is found to be lacking in honesty and integrity. '
12. The Vice Chancellor, NSCBIHL shall also reserve the right to terminate the services of Consultants at any time without giving any notice and also without assigning any reason. The engagement of consultants will not confer any right on the part of individual for permanent appointment to the post
13. The Consultants may be called to the Office on Saturdays, Sundays and other Gazetted Holidays or may be asked to sit late in the office after office hours, in case of exigency of work. No extra allowances will be permissible for the same.



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14. The Consultants shall continue to draw pension and dearness relief on pension, if any, during the period of their engagement as Consultant- Their engagement as Consultant shall not be considered as a case of reemployment.

15. 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 will be liable for removal from engagement service and such other action as Government may deem necessary.

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1/12/25