

ADVERTISEMENT NOTICE

File No. A-36011/35/23-Admn

29 January, 2024.

**ENGAGEMENT OF CONSULTANT(S)
IN PRESIDENT'S SECRETARIAT**

The Under Secretary (Admn), President's Secretariat, Rashtrapati Bhavan, New Delhi on behalf of the President of India, invites applications from eligible persons for engagement as Consultants in President's Secretariat, on purely **contract basis** from the **retired government officers/ officials of Central Civil Accounts Service (AAO/Sr. Accountant)**, fulfilling the eligibility criteria as prescribed below. The applications should reach to the **O/o Under Secretary (Admn)**, President's Secretariat, Rashtrapati Bhavan, New Delhi by **15.02.2024** up to **5.30 P.M.** The application form can also be downloaded from Rashtrapati Bhavan website <http://rashtrapatibhavan.gov.in>

2. The terms and conditions for engagement shall be as under:-

(A) Criteria and Number of Consultants

The Consultants shall be engaged to look after the work mentioned under the heading "Responsibility" against the positions in Para 4 below relating to Pay and Accounts Office of President's Secretariat and **shall not be appointed for the regular work of the Secretariat.** Accordingly, these Consultant(s) shall not be treated as an employee borne on the regular cadre of the President's Secretariat for any purpose. They shall be engaged on **contract basis** on a full time basis and will not be allowed to take up any other assignment during the period of their engagement with the President's Secretariat.

(B) Period of Engagement

The Consultant(s) shall be engaged initially for a period of **01 year from** the date of joining. The contract may be extended for further period of one year on same terms and conditions mutually agreed upon and subject to satisfactory performance. Their services shall be terminated without notice in case the performance is found to be unsatisfactory. The said engagement shall also not vest any right whatsoever to claim regular appointment in the President's Secretariat or continued engagement.

(C) Age Limit

Only Indian citizens below 64 years of age, who retired from Central Civil Accounts Service shall be eligible for appointment as Consultant.

(D) Remuneration

The remuneration of the Consultant(s) shall be fixed as under in terms of the provisions made in **DoE OM No. 3-25/2020-E-III-A dated 09.12.2020:**

- (i) A fixed monthly remuneration by deducting basic pension from the pay drawn at the time of retirement shall be paid.
- (ii) No other allowances etc. shall be admissible to the Consultants. The remunerations shall be paid by direct bank transfer or through account payee cheque.
- (iii) If in the opinion of the President's Secretariat, it is necessary to carry out work outside the Terms of Reference for some purpose in addition to the services, the Consultants shall carry out such additional work and with the prior authorization of the Client. No additional fee for such additional work shall be paid.

(E) Reporting

The Consultants shall be posted in **Pay and Account Office** of President's Secretariat. Further, the duties assigned to the position(s) are such that they shall be called upon to come to/ stay in office before/ beyond normal working hours and on Sundays/ Holidays, whenever required in the exigencies of work, for which no additional remuneration shall be admissible.

(F) Health Cover

The Consultants shall be eligible for availing medical facilities from President's Estate Clinic.

(G) TA/DA, Transport and Telephone

The Consultants shall not be entitled to TA/DA, Transport and Telephone facilities.

(H) Leave

The Consultants shall be entitled to leave as follows:-

- (i) Entitled to 12 (twelve) days leave on pro-rata basis of one day leave for work of each month and will also be allowed to take half day leave from his entitled leave during the agreement period of 1 year.
- (ii) There shall be no remunerations for the period of absence beyond 12 days calculated on pro-rata basis, President's Secretariat would be free to terminate the services in case of the Consultant remains absent for more than 10 days beyond the entitled leave.
- (iii) Any non availed leave during the agreement period shall not qualify for encashment.
- (iv) In the event of absence on the ground of sickness, they shall be required to submit a proper medical and fitness certificate. However, any leave including the leave on medical ground beyond cumulative 06 days shall be without salary.
- (v) Station Leave Permission shall be mandatory before leaving the station, even on a holiday.

However, leave cannot be claimed as a matter of right. Further, if excess leave is taken, salary deduction would be made accordingly. Salary would also be deducted for habitual late comers. Long Leave, even if on medical grounds, has to be sanctioned before the individual proceeds on leave.

(I) Residential Accommodation

No residential accommodation shall be provided from the President's Estate Pool of Accommodation.

(J) Termination of Engagement

- (i) By either side, after giving one month notice or on depositing an amount equal to one month fee, if he/ she wishes to terminate the engagement;
- (ii) Without notice, in case the performance is found to be unsatisfactory; and
- (iii) If any declaration/ information furnished in the bio-data is found to be false or if it is detected that some material/ facts has been suppressed willfully, his/ her engagement will be terminated at any point of time.

Prior to acceptance of resignation, the Consultant shall hand over all office property in his/ her possession and obtain a 'No Demand Certificate' in the prescribed format. Further, no claim of pensionary benefit on account of this contractual engagement shall be admissible.

(K) Marital Status

The Consultants will have to submit declaration in the prescribed form about his/ her marital status and in the event of candidate is having more than one wife/ husband living, the engagement will be subject to his/ her being exempted from the requirement of the rules in this behalf.

(L) Oath of Allegiance

The Consultants will have to take an oath of allegiance/ faithfulness to the Constitution of India or make solemn affirmation to this effect in the prescribed form.

(M) Residuary

The decision of Secretary to the President will be final in respect of all matter not specifically provided for.

(N) Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Employer's antifraud and corruption

(O) Proposal Evaluation

- (i) From the time the applications are opened to the time the Contract is awarded, the Consultants should not contact the Employer on any matter related to his/ her applications. Any effort by Consultants to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the applications.

- (ii) The employer shall constitute a Consultant Selection Committee (CSC) which will carry out the entire evaluation process.
- (iii) After examination of applications, the shortlisted candidates shall be called for interview. A selection committee shall make the final decision on the basis of work experience and performance in interview.

(P) Taxes and Duties:

The Consultant shall be liable to pay such direct and indirect taxes, duties, fees and other impositions levied under the applicable laws of India.

(Q) Conflict of Interest

Employer requires that Consultants provide professional, objective, and impartial advice and at all times hold the Employer's interests paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. If the consultant fails to disclose said situations and if the Employer comes to know about any such situation at any time, it may lead to the disqualification of the Consultants during selection process or the termination of its Contract during execution of assignment.

(R) Confidentiality

The Consultants will maintain confidentiality and discretion as directed by Pay and Account Office.

(S) Fraud and Corruption

- (i) It is the Employer's policy require that Employers as well as Consultants observe the highest standard of ethics during the execution of the Contract. In pursuance of this policy, the Employer defines, for the purpose of this provision, the terms set forth below as follows: (a) —corrupt practice means the offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution; (b) —fraudulent practicell means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract; (c) —collusive practices means a scheme or arrangement between two or more consultants, with or without the knowledge of the Employer, designed to establish prices at artificial, non competitive levels; (d) —coercive practices means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract;
- (ii) The Employer may terminate the contract if it determines at any time that the consultant were engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of that contract, without the consultant having taken timely and

appropriate action satisfactory to the Employer to remedy the situation;

- (iii) The Employer may also sanction against the Consultant, including declaring the Consultant ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the Consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Employer-financed contract;
- (iv) At the time of execution of this Contract, the Consultants shall disclose any commissions or fees that may have been paid or are agreed to be paid to agents, representatives, or commission agents with respect to the selection process or execution of the contract. The information disclosed must include at least the name and address of the agent, representative, or commission agent, the amount and currency, and the purpose of the commission or fee.

(T) Liquidated Damages

- (i) The parties hereby agree that due to negligence of act of the contracted party, if the employer suffers losses/damages, the quantification of which may be difficult, the amount specified hereunder shall be construed as a reasonable estimate of the damages. The employer is not liable to pay any of the damages as mentioned hereunder or anywhere in the agreement, as per the provisions of this Contract.
- (ii) The amount of liquidated damages under this Contract shall not exceed 10% (ten percent) of the total value of the contract.

(U) Arbitration

In the case of dispute arising upon or in relation to or in connection with the contract between the Employer and the Consultant, which has not been settled amicably, such dispute regarding any matter under contract will be decided by the Secretary to the President, who may appoint an arbitrator for the settlement of the dispute/ controversy. The jurisdiction of the court of law will be within Delhi. The language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

How to Apply

3. The applications are to be submitted in the prescribed format as given in Annexure-B. Applications complete in all respect may be sent to **Under Secretary (Admn), President's Secretariat, Rashtrapati Bhavan, New Delhi – 110004** within a period of **15 days** of advertisement.

4. **Position/ No. of Position/ Eligibility Conditions.**

Sl. No.	Position	No. of Position	Educational Qualification(s)/ Experience(s) & skills
(i)	Consultant	04	<u>Minimum Educational Qualification(s)</u> (i) Graduate in any discipline

		<p><u>Eligibility Conditions</u></p> <p>(i) He/ She must have retired after 01.02.2020 from Central Civil Accounts Service (AAO/Sr. Accountant).</p> <p>(ii) Persons with experience in Pre-check, Pension, Compilation etc.</p> <p>(iii) Working knowledge on various modules of PFMS and e-Bill.</p> <p><u>Role & Responsibilities</u></p> <p>(i) He/ She shall be required to undertake work relating with Pre-check of bills, pay and pension proposals submitted by DDO/ HOO.</p> <p>(ii) He/ She shall be required to undertake the work relating to compilation of accounts and preparation of appropriation and Finance Accounts.</p> <p>(iii) Any other work required by the Supervising staff of President's Secretariat.</p>
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Eligible candidates will have to appear for Personal Interview before Selection Committee. The applicant, once selected, will not be allowed to withdraw his/ her candidature subsequently. He/ She will be required to join immediately.

Pankaj
29/11/2024

(Pankaj Saurabh)
Under Secretary (Admn)

PROFORMA FOR APPLICATION FORM

(Applicants must read the general instructions as given in Annexure-'B' before filling up the application form)

Recent passport size self attested photograph

Professional Position applied for: _____

1. **Name** : _____

2. **Father's/ Husband's Name:** _____

3. **Date of Birth** : _____ **Age:** _____ **Yrs. Sex :** _____

4. **Nationality** : _____

5. **Residential Address:**

Temporary : _____
District : _____ State : _____ Pin _____

Permanent : _____
District : _____ State : _____ Pin _____

6. **Telephone No:** _____ **Mobile No :** _____
(with STD)

7. **E-mail ID:** _____

8. **Educational Qualifications** (Matriculation onwards) :

Sl. No.	Description of Qualifications	Year of Passing	of Board/ University	% of marks/CGPA

9. Experience Details:

Sl. No.	Name of the Post	Salary Drawn	Duration		Nature of Duties performed
			From	To	

10. Date of Retirement : _____

11. Last Pay Drawn : _____

12. Office Last attended: _____

13. Any other relevant information: _____

14. The last date of submission of application : 15th February, 2024 upto 1730 hrs.

DECLARATION

I solemnly declare that all the statements made in this application are true, complete 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 at any time before or after selection/ interview, my candidate is liable to be rejected and I shall be bound by the President's Secretariat, New Delhi.

Place : _____

(Applicant's Signature)

(Full Name of the applicant)

Dated: _____

Annexure 'B'

1. Applicants are required to apply strictly as per the prescribed application format as given in Annexure 'A'. Applications not in the prescribe format are liable to be rejected.
2. Applications should be typewritten in A4 sheet. The applicants are advised to scan the application form along with the supporting documents and send the same to email id: soadmn@rb.nic.in. The name of the professional position should be clearly mentioned in the **subject line** of the **email**, which may read as "**Application for Engagement as Consultant in President's Secretariat on Contract basis**" before **last date** of submission.
3. Self attested copies of documents/ certificates vis-à-vis educational qualifications, experience, etc. are required to be attached with application. On being selected for engagement, selected professionals shall bring original certificates/ documents for verification at the time of joining.
4. The name of the candidate(s) and their parents in the curriculum vitae submitted by them should be exactly the same as reflected in the certificates/ documents attached with the application.
5. The experience certificate should clearly depict that the applicant possess the required experience in the prescribed field.
6. All eligibility conditions will be reckoned as on the last date of the application.
7. Any misrepresentation or concealment of fact or submission of false information on the part of any applicant shall render him/ her ineligible/ disqualified for engagement in President's Secretariat for any professional position even in the future.
9. Shortlisted applicants will be intimated through mail/e-mail for interview.
10. No correspondence or personal enquiry whatsoever in respect of the applications shall be entertained.
11. Applicants are strictly advised against canvassing in any form or manner. Any canvassing for or on behalf of any applicant shall render him/ her ineligible/ disqualified for being considered for engagement in President's Secretariat for any professional position even in the future.
12. Applicants called for interview/ written test shall not be entitled for payment of any TA/DA.
13. After selection of candidates, an agreement on non-judicial stamp paper of Rs.10/- is required for completion of contract agreement. The cost of non-judicial stamp paper will be borne by the selected candidates.
14. President's Secretariat reserves the right to cancel the process of engagement of Consultants or alter the number of positions required at any stage without any notice and without assigning any reason(s) therefore.

15. Applicants should clearly note that President's Secretariat will in no case be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever. They should, therefore, ensure the receipt of their online application by the prescribed date. No applications entertained after last date and time.

Pankaj
29/1/2024

(Pankaj Saurabh)
Under Secretary (Admn)