



NATIONAL SEEDSCORPORATION LIMITED
(A Government of India Undertaking- "Mini Ratna" Company)
BEEJ BHAWAN, PUSA COMPLEX
NEW DELHI 6 110 012 (INDIA)

WALK – IN - INTERVIEW

NSC, a Schedule 6B (Mini Ratna) Category 1 CPSE requires one Consultant. Candidates should be at least graduate with experience of working in PSU in HR or Vigilance Division dealing with disciplinary matters. He should have worked at the middle or senior level in PSU dealing with drafting of charge sheet etc. The interested candidates may appear in the "Walk-in-interview" along with their CV and testimonials on 19.10.2015 at 3.00 pm at the address above. For details long on to:- www.indiaseeds.com

PROFORMA

**Application for engagement of Consultant at Senior Level
(For work in Vigilance Division in NSC Limited, New Delhi)**

1	Name in full (Block letter)	
2	Complete residential address with PIN code Number	
3	Phone No. / Mobile No.	
4	E-mail I.D.	
5	Educational Qualification	
6	Date of Superannuation from Govt. service/ PSU Service/ Autonomous bodies	
7	Designation and Office address at the time of retirement	
8	Last drawn salary with scale of pay	
9	Brief particulars of experience in Government service and also attach experience details with resume.	
10	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary	

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 document and ready to accept all the terms & conditions for engagement of Consultant.

(Signature of Candidate)

Place:

Date:

Terms & Conditions

1. **Period of engagement**

The engagement shall be initially for a period of six months. The engagement can be extended from time to time upon the satisfactory performance of the Consultant or requirement of the Administration/Department with the approval of the Competent Authority.

2. **Age Limit**

The maximum age limit for appointment as Consultant shall be 70 years as on the date of initial engagement.

3. **Experience**

An individual with relevant experience, who has retired (including VRS) from Govt./PSU/Autonomous body at the level of E-4 and above (IDA) or equivalent in CDA scale OR a person who has experience of 10 years or more in the relevant field at equivalent Managerial level in Private organization of repute. The officers should have with experience of working in HR or Vigilance Division dealing with Disciplinary matters.

4. **Selection Procedure**

The appointment will be purely on contract basis. The scrutiny of application will be carried out by the Corporation on the basis of working experience of individuals based on past record and interaction with a committee of the Corporation.

5. **Remuneration**

Upto last basic drawn, if retired from IDA scale and Last basic + grade pay reduced by basic pension in case of CDA scale. In case of private sector employee, remuneration may be fixed on the basis of experience and the level of working in private sector. In all cases remuneration should not exceed Rs. 50,000/- per month. In addition to basic remuneration Transport Subsidy ó Rs. 5000/- pm and Phone Charges ó Rs. 500/- pm, will be paid.

6. **TA/DA on official tour**

If consultant has to move out of Head quarter for official purpose, he will be entitled for TA / DA applicable to the officers in NSC equivalent to his post held by him at the time of retirement.

7. **Scope of Duties**

During the period of such engagement, the consultant would be required to perform any work as assigned to him by the Head of concerned Division and will have to complete all the jobs assigned to him from time to time.

8. **Leave**

The Consultant will be allowed 1 day's special leave per month apart to the usual holidays. Accumulated leaves may be availed within the period of 06 months or will lapse on the expiry of 06 months term. NSC would be free to terminate the services of Consultant, if he remains absent for more than 15 days beyond his admissible leaves.

9. **Communication and Drafting Skill**

An individual should have good communication and interpersonal skills with a strong flair for in depth handling of Disciplinary matters in HR/Vigilance Divisions.

10. **Proficiency in Computer**

Must be able to work in MS Word, Excel and Presentation.

11. **Accommodation**

The Consultant needs to have own accommodation facility in Delhi/New Delhi or nearby places. No accommodation or House Rent will be provided by the Corporation.

12. **Office time and working hours**

Engagement of Consultants would be on full time basis. Working hours shall be from 09.00 AM to 05.30 PM (from Monday to Friday) including half an hour lunch break in between. However, in exigencies of work, he may be required to sit late and he may be called on Saturday/ Sunday and other Gazetted Holidays.

13. **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.

14. **Confidentiality of data and documents**

The Intellectual Property Right (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 proceeding 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.

15. **Conflict of interest**

The Consultant appointed by the 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.

16. **Termination of the engagement**

In normal course, the services of Consultant will be terminated on the expiry of the period of appointment unless the same is extended. Services of Consultant can also be terminated at any time with one month's notice on the recommendation of indenting Department, if his services are no longer required and / or if his performance is not up to the mark. Engagement of Consultant will be terminated immediately if he is found guilty of the following:-

- i. Disclosing to third party, any official information / document which comes to his notice during his working as Consultant
- ii. Rendering any kind of consultancy to an organization which has conflict of interest with the Corporation.

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

Candidates will be given 10 days' time to appear in walk-in-interview from the date of advertisement. The candidate has to fill the prescribed proforma before the interview. The application should be submitted with the following documents:-

- a) Copy of retirement notification
- b) Copy of last pay drawn
- c) Certificate in support of education qualification and experience