

File No. A-12011/01/2022-Estt.  
Commission for Air Quality Management in National Capital Region and Adjoining Areas  
17th Floor, Jawahar Vyapar Bhawan, (STC Building),  
Tolstoy Marg, New Delhi – 110001

Dated: 08<sup>th</sup> July, 2024

Sub: Engagement of retired Government servants as Consultant (PS) in the Commission for Air Quality Management – regarding.

The Commission for Air Quality Management in National Capital Region and Adjoining Areas invites applications from retired employees of Central/State Government/Statutory/Autonomous Bodies/PSU to render their services as Consultant (PS) as per the requirement of the Commission. The requisite details for engagement of Consultant (PS) are as follows:-

1.	Name of the post	Consultant (PS)
2.	Total number of posts	03 (Three)
3.	Period of engagement	The period of engagement will be initially for a period of six months from the date of engagement which may be extended/curtailed as per requirement/performance of the individual.
4.	Job location	Commission for Air Quality Management in National Capital Region and Adjoining Areas 17th Floor, Jawahar Vyapar Bhawan, (STC Building), Tolstoy Marg, New Delhi – 110001.
5.	Eligibility Criteria	Must have retired from the Central / State Government / Autonomous / Statutory Bodies / PSUs at the level of Private Secretary/Principal Private Secretary (Level 8 and above upto Level 11 of the Pay Matrix as per 7 <sup>th</sup> CPC) or Personal Assistant (Level 6 to 7 of Pay Matrix as per 7 <sup>th</sup> CPC).
6.	Age limit	Candidates should not be more than 63 years of age on the last date of submission of application.
7.	Experience	Must have at least 5 years' experience and capabilities of rendering secretarial assistance to officers to the Commission viz. taking dictation in shorthand and its transcription, assisting in drafting and issue of all correspondence as per direction of the officer, managing appointments/engagements, attending to the telephone calls and receiving visitors, maintain the papers required to be retained by the officer

7.	Remuneration	<ul style="list-style-type: none"> <li>• A consolidated remuneration equivalent to last pay drawn minus Pension plus TA as per applicable rates.</li> <li>• The amount of remuneration so fixed shall remain unchanged for the term of contract and TDS deducted as per rule</li> <li>• The retired employees of non-pensionable statutory bodies/organizations would be paid a fixed remuneration as under:- <ul style="list-style-type: none"> <li>i. Retired from the post in Pay Level 11 and above- Rs. 60,000/-</li> <li>ii. Retired from the post in Pay level 8 to 10 - Rs. 40,000/-</li> <li>iii. Retired from the post in Pay level below 8 - Rs. 30,000/-</li> </ul> </li> </ul>
9.	Leave	1.5 days for each completed month of service.
10.	Working Hours	Normal office timings will be 9.30 AM to 6.00 PM. May be required to devote extra time in exigencies
11.	Terms and conditions of engagement	<ul style="list-style-type: none"> <li>• The engagement will be purely on need basis dependent on work performance.</li> <li>• The Intellectual Property Right (IPR) of the data collected as well as deliverables produced by the Commission shall remain with it.</li> <li>• The Consultants shall not utilize or publish or disclose or part with, to a third party, any part of the data , report, statistics or proceedings or information collected/handled during the course of his assignment without express written consent of the Commission.</li> <li>• The Consultant would be required to sign a non-disclosure undertaking as per Annexure.</li> </ul>
12.	Notice Period	Minimum 30 days in case of resignation from the post.
13.	How to apply	Application in the prescribed format (complete in all respects) along with requisite documents i.e. copy of PPO, Last Pay Certificate, Bank details, Aadhar Card & PAN may be submitted to the following address: The Under Secretary (Establishment) Commission for Air Quality Management in National Capital Region and Adjoining Areas 17th Floor, Jawahar Vyapar Bhawan, (STC Building), Tolstoy Marg, New Delhi – 110001 The applications may also be submitted through email to caqm-ncr@gov.in
14.	Last date of receipt of application	23 <sup>rd</sup> July, 2024.

APPLICATION FORM FOR THE POST OF ..... ON CONTRACT BASIS

Paste here passport  
size photograph

1. Post applied for : \_\_\_\_\_
2. Name of the Candidate : \_\_\_\_\_  
(As per Matriculation certificate)
3. Father's Name : \_\_\_\_\_
4. Date of Birth : \_\_\_\_\_  
(As per Matriculation certificate)
5. Age as on the last date of receipt of application : \_\_\_\_\_
6. Gender (male/Female) : \_\_\_\_\_
7. Postal Address : \_\_\_\_\_  
\_\_\_\_\_
8. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin Code \_\_\_\_\_
9. Mobile No. : \_\_\_\_\_
10. Email-ID : \_\_\_\_\_

11. Educational /Professional qualifications:

Sl. No.	Exam/Degree Passed	School/College/ University	Subject taken	Year of passing	Class/Division & % age

12. Experience (In case of insufficient space please attach separate sheet duly Signed by applicant)

Name of the employer/ Organization	Post held start from the post last held	Period From	Period To	Nature of duties (in brief)

13. PPO No. & dated : \_\_\_\_\_

14. Last Pay Drawn and Pay Level : \_\_\_\_\_

(Signature of the Candidate)

#### DECLARATION

- i. I hereby declare that I fulfill all the conditions of eligibility regarding age limits educational qualifications and experience etc, prescribed to the post on contractual appointment.
- ii. I further declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the interview, my candidature shall to be cancelled.

Place:

Date:

(Signature of the candidate)  
(unsigned application will be rejected)

Note:-Application without any supporting documents pertaining to educational/professional qualification (s) shall liable to be rejected.



To,

The Under Secretary (Estt.)  
Commission for Air Quality Management in National Capital Region and Adjoining  
Areas, 17th Floor, Jawahar Vyapar Bhawan, (STC Building),  
Tolstoy Marg, New Delhi – 110001

Sir,

I hereby undertake:-

- To treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
  - Not to sell, trade, publish or otherwise disclose to any one in any manner or in electronic format.
  - To hold such confidential information in trust and confidence both during and after the terms of my engagement.
  - Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with CAQM which would otherwise conflict with my obligations towards CAQM.
  - Not to resort any corrupt practices in any aspect and at any stage during my tenure of engagement.
  - To maintain highest standards of ethics & integrity during the period of my engagement as Consultant.
2. In the event of my termination of engagement for any reason whatsoever, I shall promptly surrender and deliver to the Commission any records/material, equipment, documents or data which is of confidential nature.
3. I shall keep CAQM informed of any change in my address or contact details during the period of my engagement.
4. I understand that my services 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, confidential information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature)

Name:

Address & M. No. ....,

Dated: