

File No. A-12034/01/2021-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

12th September, 2022

Sub: Engagement of retired Government servants (US/SO) for as Consultant (Admin.) in Commission for Air Quality Management

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

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|-----|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of the post | Consultant (Admin.) |
| 2. | Total number of posts | 02 |
| 3. | Period of engagement | The period of engagement will be initially for a period of one year 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 Central Government/ Statutory bodies/ PSUs at the level of Under Secretary/SO (Level 8 or above upto Level 11 of Pay Matrix as Per 7th 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 experience of at least five years in handling administrative and establishment or Finance and Accounts matters independently. |
| 8. | Remuneration | <ul style="list-style-type: none"> • A consolidated remuneration equivalent to last pay drawn minus pension plus TA as per applicable rates. • The amount of remuneration so fixed shall remain unchanged for the term of contract and TDS deducted as per rule • The retired employees of non-pensionable statutory bodies/organizations would be paid fixed remuneration as under: <ul style="list-style-type: none"> (i) Retired from the post in Pay level 11 and above- Rs. 60000/- (ii) Retired from the post in Pay level 8 to 10 - Rs. 40000/- |
| 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"> • The engagement will be purely on need basis dependent on work performance. • The Intellectual Property Right (IPR) of the data collected as well as deliverables produced by the Commission shall remain with it. • 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. • The Consultant would be required to sign a non-disclosure undertaking as per Annexure |
| 12. | How to apply | Application in the prescribed format (complete in all respects) |

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| | | <p>along with requisite documents i.e. copy of PPO, Last Pay Certificate, Bank details, Aadhar Card & PAN may be submitted to the following address:</p> <p>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</p> <p>The applications may also be submitted through email to caqm-ncr@gov.in</p> |
| 13. | Last date for receipt | 26.09.2022 |

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

12th September, 2022

Sub: Engagement of retired Government servants (PPS/Private Secretary/Personal Assistant) as Consultant (PS) in Commission for Air Quality Management in NCR and Adjoining Areas

Commission for Air Quality Management in National Capital Region and Adjoining Areas invites applications from retired employees of Central Government/Statutory Bodies/PSU to render their services as Consultant (Private Secretary) 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 |
| 3. | Period of engagement | The period of engagement will be initially for one year 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 Central Government/ Statutory bodies/ PSUs at the level of Private Secretary/Principal Private Secretary (Level 8 or above upto Level 11 of Pay Matrix as Per 7 th CPC) or Personal Assistant (Level 6 to 7 of Pay Matrix as per 7 th 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 of 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, maintaining the papers required to be retained by the officer |
| 8. | Remuneration | <ul style="list-style-type: none"> • A consolidated remuneration equivalent to last pay drawn minus pension plus TA as per applicable rates. • The amount of remuneration so fixed shall remain unchanged for the term of contract and TDS deducted as per rule • The retired employees of non-pensionable statutory bodies/organizations would be paid fixed remuneration as under: <ul style="list-style-type: none"> (i) Retired from the post in Pay level 11 and above- Rs. 60000/- (ii) Retired from the post in Pay level 8 to 10 - Rs. 40000/- (iii) Retired from the post in Pay level below 8 - Rs. 30000/- |
| 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 condition of engagement | <ul style="list-style-type: none"> • The engagement will be purely on need basis dependent on work performance. • The Intellectual Property Right (IPR) of the data collected as well as deliverables produced by the Commission shall remain with it. • 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 |

| | | |
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| | | <p>of his assignment without express written consent of the Commission.</p> <ul style="list-style-type: none"> • The Consultant would be required to sign a non-disclosure undertaking as per Annexure |
| 12. | How to apply | <p>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</p> <p>The applications may also be submitted through email to the Commission at caqm-ncr@gov.in</p> |
| 13. | Last date for receipt | 26.09.2022 |

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

Paste here firmly
recently 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 the 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 : _____

(Signature of the candidate)

DECLARATAION

- 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 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 Director (Admin.)
CAQM,
New Delhi

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 whatsoever including by means of reproduction either in physical, hardcopy, digital 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 means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature) Name: Address & No.-- , , , Dated: