

भारत सरकार  
**Government of India**  
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय  
**Ministry of Environment, Forest & Climate Change**  
राष्ट्रीय व्याघ्र संरक्षण प्राधिकरण  
**National Tiger Conservation Authority**  
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F. No- 15-23/2012-NTCA

New Delhi, 31<sup>th</sup> December, 2024**OFFICE MEMORANDUM**

**Subject:- Engagement of Retired Government Servants on contract Basis as Consultant (Finance) in the National Tiger Conservation Authority-reg.**

The office of the National Tiger Conservation Authority, Ministry of Environment, Forest & Climate Change invites application from the Retd Govt. Servant's from any Ministries/Departments of Govt. of India, who have retired from the Grade Pay of Rs. 6600/- or equivalent for looking after finance and accounts matter and the details are as under:

1.	Name of the Post	Consultant (Finance) on contract basis
2.	Total number of Post	1
3.	Period of Engagement	The period of Engagement will be initially for a period of one year from the date of engagement which may extended depending on the requirement/performance of the individual.
4.	Job Location	National Tiger Conservation Authority, B-1 Wing 7 <sup>th</sup> floor, Pt Deen Dayal Antodaya Bhawan, CGO Complex, New Delhi 110003
5.	Eligibility Criteria	Must have retired from Central Government/ Statutory/Autonomous bodies/PSUs at the level of Senior Accounts Officer in the Grade Pay of Rs. 6600/- or equivalent or Senior Accountant who have retired in the Grade pay of Rs.5400/- with five years service in that grade.
6.	Age limit	Candidate should not be more than 65 years of age on the last date of submission of application
7.	Experience	Must have experience in handling Finance and Accounts department matters independently.
8.	Terms & Conditions	MoEFCC Guidelines for engagement of a Consultant dated 22.09.2020, addendum dated 11/12/2023 and provisions of OM No. Admin-65013/7/2018-P-II (part) dated 17.12.2024.

2. Interested candidates, who fulfill the eligibility criteria, may submit their application in the prescribed proforma in sealed cover super-scribed "Application for engagement as consultant (Finance) on contract basis in the NTCA which should reach this office latest by date at the following address and email, Shri. Nipun Vashist, Section Officer, (so-ntcahq@gov.in), NTCA B 1 Wing, 7<sup>th</sup> Floor, Pt. Deendayal AntyodayaBhawan, CGO Complex, Lodhi Road, New Delhi – 110003.

Signed by  
**Banumathi Gnanasekaran**  
Date: 02-01-2025 12:07:39

(Banumathi G.)  
**Deputy Inspector General (NTCA)**  
Email: [dig2-ntca@nic.in](mailto:dig2-ntca@nic.in)  
Tel.: 011 24367837-39

## Annexure-I

**APPLICATION FOR ENAGEMENT OF Deputy Director (Finance) on contract basis IN THE  
NATIONAL TIGER CONSERVATION AUTHORITY**

Passport size  
photograph  
(self-Attested)

**PROFORMA**

1.	Name						
2.	Date of Birth						
3.	Whether belongs to SC/ST/OBC						
4.	Educational Qualification						
5.	Date of Superannuation from Govt. Service						
6.	Adhar No. and Pan No. (Enclose Xerox copy of each)						
7.	PPO No. (Enclose Xerox copy of each)						
8.	Complete residential address with phone number/mobile no.						
9.	Last office's address (at the time of retirement)						
10.	Email I.D.						
11.	Brief particulars of experience in Govt. service during the last five years, just before retirement	<b>Post held</b>	<b>From</b>	<b>To</b>	<b>PB/GP/Level in the pay matrix</b>	<b>Area of Experience</b>	<b>Last Pay Drawn and Basic Pension</b>
12.	Additional relevant information, If any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.						

**Date:**  
**Place:**  
**Applicant**

**Signature of**

## **Terms & Conditions**

### 1. Period of engagement

The engagement shall be initially for a period of one year which may be Extended/curtailed depending upon the performance of the consultant or functional Requirement of the Office with the approval of the Competent Authority.

### 2. Selection Procedure

The engagement will be purely on contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification applicants. Consultant will be selected from shortlisted candidates. NTCA reserves the right to reject any application without assigning any reason.

### 3. Remuneration

A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract and there will be no annual increment / percentage increase during the contract period. No DA/HRA, residential accommodation shall be admissible.

### 4. Scope of Duties

During the period of such engagement, the Consultants would be required to perform any work as assigned to him by the concerned Officer.

### 5. Leave

The consultant will be entitled for the paid leave at the rate of 1.5 days for each complete month of service. Accumulation of leave beyond calendar year may not be allowed. In special circumstances, the consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid.

### 6. Transport Allowance

An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. No TA/ DA is admissible for joining the assignment or on its completion. However, the consultants would be entitled to draw TA/ DA as per normal rules as applicable to any serving officer of an equivalent rank in CEC whenever they are required to travel outside Delhi in connection with the work of the Committee.

### 7. Office time and working hours

Engagement of Consultant would be on full time basis, working hours shall be from 9.00 AM to 5.30 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The Consultant may be called on Saturday/ Sunday/ other Gazetted holidays, if required. The consultant may be required to mark his/ her attendance in Bio-metric System or any other system as prescribed time to time.

### 8. 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.

10. Confidentiality of data and documents

The intellectual Property Rights (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 proceedings 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.

11. Conflict of interest

The Consultant appointed by this 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. No Consultant would be permitted to take up any other assignment during the period of Consultancy

12. Termination of service

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 07 days. In case, a Consultant desires to leave the assignment, he/ she has to give 07 days notice which can be curtailed/ extended depending upon the workload.

- In the event the Consultant is found unfit on any account or if he/she found guilty of any insubordination/misconduct, his /her services can be terminated immediately without any notice.

-The NTCA shall not be responsible for any loss, accident, damage; injury suffered by the Consultant whatsoever arising in or out of the execution of his work including travel.

14. Guidelines For the submission of the applications

**The duly completed application in prescribed proforma should be submitted so as to reach the office latest by 03/02/2025** since the issue of this advertisement. Any application received after the above date will not be entertained. The application should be submitted with the following documents:-

- a) Copy of retirement notification
- b) Copy of PPO
- c) Copy of Last Pay Certificate
- d) Copy of PAN card and AADHAR card- mandatory