

# राष्ट्रीय पेयजल, स्वच्छता एवं गुणवत्ता केंद्र

## NATIONAL CENTRE FOR DRINKING WATER, SANITATION AND QUALITY

(An autonomous Institution under Ministry of Jal Shakti, Department of Drinking Water and Sanitation, Govt. of India)

(Registered under Societies Registration Act, 1860)

(Formerly known as International Centre for Drinking Water Quality)

Registered Office:

Antyodaya Bhawan,

CGO Complex, Lodhi Road, New Delhi-110 003

Ref No: A-11013/2/2020-NCDWSQ-DDWS

Dated: 08<sup>th</sup> July, 2021

### CIRCULAR

**Subject:** Hiring of two Consultants on short-term consultancy-basis in National Centre for Drinking Water, Sanitation and Quality (NCDWSQ) to be based at Joka, Kolkata, West Bengal

National Centre for Drinking Water, Sanitation and Quality (NCDWSQ) is being set up at Joka, Kolkata as autonomous institution of Department of Drinking Water and Sanitation, Ministry of Jal Shakti, Government of India. The construction work of the Centre at Joka, Kolkata is in advanced stage of completion. It is proposed to engage two Consultants initially for a period of six months extendable further for a period of three months on short term consultancy basis having experience in dealing with the matters relating to administrative, financial, establishment, legal, procurement, e-tender, GeM, documentation, liaison and coordination etc. as per the following eligibility criteria:-

- (i) Must have retired from Central Government Ministries/ Departments/ Autonomous body/ Statutory Body/ Board.
- (ii) Must have retired as Group 'A' Senior Time Scale Officer or above.
- (iii) Should have good communication and interpersonal skills and excellent knowledge of Computer fundamentals (MS Word, Power Point, Execl), and Public Financial Management System (PFMS).
- (iv) Must be well acquainted with functioning of Government Ministries/ Departments/ Statutory Body/ Autonomous Bodies.
- (v) Must be well conversant and able to deal with matters pertaining to establishment, administration, finance, day to day working issues, liaison and coordination etc.
- (vi) Must be able to take initiative, handle time bound assignments and tasks relating to establishing a new government organization.
- (vii) Having good morals and values.

2. The engagement of Consultants shall be subject to the following conditions:-

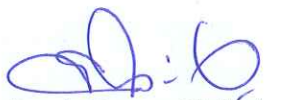
- (i) Person till the age of 64 years as on last date of submission of application can apply.
- (ii) Engagement shall initially be for a period of six months extendable further for a period of three months based on satisfactory performance and requirement of the Centre.
- (iii) Extension of engagement, if any, shall be at the sole discretion of competent authority.
- (iv) Working hours shall be from 9.00 a.m. to 5.30 p.m. during working days including half an hour lunch break in between. However, in exigencies of work, he/ she may be required to sit late and may be called on Saturdays/ Sundays and other Gazetted Holidays.

- (v) Consultants will be based at NCDWSQ, Joka, Kolkata. Consultants require marking his/ her attendance in Biometric Attendance System/ attendance register provided by the Centre.
- (vi) Shall be entitled to 04 days leave in six calendar months. The un-availed leave cannot be carried forward or encashed.
- (vii) Individual will give one month notice for leaving the services with NCDWSQ.
- (viii) Engagement may be terminated at any time by NCDWSQ without assigning any reason without any notice.
- (ix) NCDWSQ shall not be responsible for any loss, accident, damage, or injury suffered by the individual arising out of execution of his/ her official duty.
- (x) The selected Consultant will be paid a consolidated consultation fee amounting to Rs. 60,000/- (Rs. Sixty Thousand only) per month, TDS as applicable. He/ She shall not be entitled for any allowances such as Dearness Allowance, residential, telephone, transport, OTA etc.
- (xi) He/ She will not be allowed any foreign travel at Government/ NCDWSQ expenses.
- (xii) Individual engaged shall not directly or indirectly communicate or reveal to any person or persons any matter collected for the purpose of his/ her assignment or during the course of his/ her assignment, without the express written consent of the office.
- (xiii) No secretarial assistance shall be provided.
- (xiv) Individual engaged shall not represent or give opinion or advice in any matter which is adverse to the interest of this Centre. He/ She is not permitted to take up any other assignment during his period of engagement.
- (xv) Preference would be given to those retired in the last one year.

3. Interested persons who fulfill the above criteria may apply along with their Bio-data alongwith requisite documents (in the format enclosed **Annexure-A**) to the following address and through email at [ncdwsq-ddws@gov.in](mailto:ncdwsq-ddws@gov.in) on or before 29.07.2021. Applications received after this date will not be entertained.

The Administrative Officer  
National Centre for Drinking Water, Sanitation and Quality,  
Department of Drinking Water and Sanitation, 4<sup>th</sup> Floor, Antyodaya Bhawan,  
CGO Complex, Lodhi Road, New Delhi – 110 003.



  
(Avinash Kumar Sinha)  
Administrative Officer

Copy to NIC, DDWS for uploading this Circular on DDWS website.

BIO – DATA

Paste latest  
passport size  
photograph

Post for which applied		
1.	Name	
2.	Father's/Husband's Name	
3.	Telephone/Mobile Number	
4.	E-mail address	
5.	Address for communication	
6.	Permanent Address	
7.	Date of Birth	
8.	Present Age	
9.	Date of Retirement	
10.	Post from which retired	
11.	Name of the Ministry/Department/ CAB/Board from which retired	
12.	Last pay drawn (Pay in Pay band + Grade Pay) or Level/Cell	
13.	PPO Number	
14.	PPO Issued by	
15.	Educational/Technical Qualification	
16.	Number of years in service in the Government or its institutions	
17.	Nature of duties attended while in service	
18.	Details of computer knowledge	
19.	Have you worked as Consultant or presently working as consultant? If yes, details of Office and remuneration etc.	
20.	Whether fulfill the eligibility criteria & other conditions (Yes/ No)	

**(Note: Attach self attested copies of all requisite documents and certifying that the information furnished above is true).**

(Name & Signature)