



F. No. NESTS/H-1/7/RetiredConsultant/2024-25

Dated: 03rd February 2025

Subject: - Engagement of Retired Central Government Servants on contract basis as Consultants (Lead Architect) in the office of NESTS- reg.

National Education Society for Tribal Students (NESTS), an autonomous organization under Ministry of Tribal Affairs, Government of India, invites applications from the Central Govt. servants as Consultant (Lead Architect).

No of Position	AGE (Upper Limit)	Eligibility	Remuneration
01	Should not have attained the age of 62 years as on closing date	1. Any individual, retired with levels 10 to 12 as per the Pay Matrix as per 7th CPC. 2. Bachelor's Degree in Architecture or equivalent from recognized university 3. Should have working knowledge of computer application in the day-to-day functioning of office. 3. Should have minimum 05 years of experience in handling architectural related work.	-- To be calculated by deducting the pension from the Basic Pay drawn at the time of retirement. -- For persons retired with NPS, an amount equivalent to 30% of the last pay drawn at the time of retirement shall be deducted from the last basic pay and the resultant amount shall be the fixed monthly amount as remuneration. -- The Consultant shall also be entitled for Transport Allowance at the rate applicable to him/her at the time of retirement.

3. The details including eligibility criteria, terms & conditions etc. of the above engagement are also available on the website i.e. <https://emrs.tribal.gov.in>.

4. Interested candidates, who fulfil the eligibility criteria, may submit their application in the prescribed proforma in sealed cover super-scribed "Application for engagement as Consultant (.....)" which should reach this office latest by **24/02/2025** at the following address.

Joint Commissioner (NESTS),
Gate No. 3A, Jeevan Tara Building,
Parliament Street, New Delhi-110001

Scope of work:

Post	Scope of work
Consultants (Lead Architect)	<ol style="list-style-type: none"> 1. Scrutiny of Conceptual plan of project i.e., master layout plan (MLP), Architectural Drawings indicating building's location, roads & other services. 2. The layout and placement of building, playground, services, etc has been provided considering overall functionality. 3. To aid and advise the construction wing to plan the buildings in Hilly terrain considering contours and topography. 4. Scrutiny of architectural working drawings (floor plans, Sections, Elevations) submitted by Construction Agencies to ensure drawings are as per the approved drawings. 5. Submission of drawings after due examination as per NBC norms and Person with Disabilities. 6. Working on value addition and improvement of approved architectural drawings. 7. Internal detailed drawings of partitions, doors, windows, etc as per the requirement. 8. Development of special plans for buildings as per the site requirement on case-to-case basis. 9. Scrutiny of land documents such as Land Suitability Report (LSR), Land ownership/alienation certificate, sketch map, plot particulars, land use certificate, etc to assess the suitability of land for construction. In addition, visit of EMRSs sites before issuing formal sanction to know the feasibility of land allotted for construction as and when required. 10. The site visits for monitoring of progress and quality control etc.

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.

» No Extension will be granted beyond the age of 65 years.

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 of applicants. Consultants will be selected from shortlisted candidates.

» NESTS 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 and for persons retired with NPS, an amount equivalent to 30% of the last basic pay as drawn at the time of retirement shall be deducted from the last basic pay and resultant amount shall be the fixed monthly amount as remuneration. 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 them by the concerned Branch Heads in the Commission in which they would be posted to work as consultant.

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 NESTS whenever they are required to travel outside Delhi in connection with the work of the Commission.

7. Office time and working hours

Engagement of Consultants would be on full time basis. Working hours shall be from 9.30 AM to 6.00 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 Consultants 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.

9. 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.

10. 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

11. Termination of service

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 01 day. 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 any Consultant is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.

12. Guidelines for the submission of the application

The duly completed application in prescribed proforma should be submitted so as to reach the office latest by 24.02.2025. 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
- e) Copy of ID card - in case will be retiring by last date of receiving application.
- f) Copy of last two years' APARs

Annexure-III

Application for engagement of consultant (.....)
in NESTS

Photo

1	Name in full (Block letters)	
2	Educational Qualifications	
3	Date of Birth	
4	As on 01.01.2025 in years & months	
5	Post/Rank and at the time of retirement (substantive grade)	
6	Date of superannuation from Govt. service	
7	AADHAR No (Enclose Photo Copy)	
8	PAN No (Enclose Photo Copy)	
9	PPO No (Enclose Photo Copy)	
10	Complete residential address	
11	Mobile Number	
12	E-mail I.D.	
13	Grade Pay drawn at the time of retirement (substantive grade)	
14	Last Office's address (at the time of retirement)	
15	Brief particulars of experience in Govt. service during last five years, just before retirement*	

Office/ Institution	Post Held on regular basis	From	To	Pay Band & Grade Pay/ Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied	Whether covered under NPS or OPS

16. In case the present employment (after retirement) is held on Contract or any other basis, please state: -

A) Date of appointment	B) Period of appointment contract	C) Name of the office/organization to which the applicant belongs	D) Name of the post & Pay of the post held

17. Total emoluments per month now drawn

Basic Pay	Grade Pay	Total emoluments

18. Essential qualification:

(a) Education	Essential
Bachelor's Degree in Architecture or equivalent from recognized university	
(b) 05 years of experience in handling architectural related work.	
(b.1) Any individual, retired with levels 10 to 12 as per the Pay Matrix as per 7th CPC.	
(b.2) Upper age (As on 31.10.2024):	
(c) Please clearly confirm whether, based on the information provided above, you meet the requisite qualifications and post-qualification work experience for the position.	

19. APARs/ACAR grading for the last five years preceding the date of retirement (Please attached scanned copy).

	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Year					

Grading					
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20. Vigilance clearance report at the time of retirement (please attached copy).....

21	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.	
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* As regard Particulars/ Area of Experience, if required, separate sheets may be attached.

17. Self-attested copy of documents (**essential**)

S.No.	Documents	Enclosed or not enclosed	Page no.
1.	Copy of AADHAR Card		
2.	Copy of PAN Card		
3.	Copy of PPO		
4.	Copy of Essential Educational Qualification		
5.	Copy of Post Qualification Experience Certificate		
6.	Copy of Last Pay Certificate		
7.	Copy of APARs (Last 05 years preceding the date of retirement)		
8.	Vigilance clearance report		
9.	Service certificate mentioning date of retirement ((for employees who are due to retire as on closing date of advertisement))		
10.	Complete CV (Curriculum Vitae)		

I hereby declare that the particulars furnished above in the pro forma are true and correct to the best of my knowledge and belief. In case of any discrepancy of information, the candidature of the undersigned be cancelled even after selection or joining to the post. I further declare that I was clear from vigilance angle at the time of my retirement. I have read Annexure II and ready to accept all the term & conditions for engagement of consultants.

(Signature of the Candidate)
Name:

Place:
Date:

Joint Commissioner (NESTS),
Gate No. 3A, Jeevan Tara Building,
Parliament Street, New Delhi-110001

Sir,

1. I hereby undertake:

- a) to treat all the information that come to my knowledge as part of my duties in this Office i.e. NESTS as confidential information and keep it strictly confidential.
- b) not to sell, trade, publish or otherwise disclose information to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
- c) to hold such confidential information in trust and confidence both during and after the terms of my engagement.
- d) not to engage in any other employment/ occupation/ consultancy or any other activity during my engagement with NESTS.
- e) to abide by data security policy and related guidelines applicable in the office of NESTS.
- f) not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
- g) to maintain highest standards of ethics & integrity during the period of engagement as Consultant.

2. In the event of my termination of employment for any reason whatsoever I shall promptly surrender and deliver to this Office any records/ material, equipment, documents or data which is of confidential nature.

3. I shall keep NESTS informed of any change in my address or contact details during the period of my engagement.

4. I understand that I 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:
Date: