No.21/7/2023-CS.I (Coord.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS.I Division)

Room No. 503, Ground Floor, GPOA-03,
Netaji Nagar, New Delhi-110023
Dated: 16th November, 2026

OFFICE MEMORANDUM

Subject: Engagement of One Consultant (Accountant) on contractual basis in National Commission for Minorities-reg

Reference is invited to National Commission for Minorities' Circular No. 8-25/2026-Estt dated 06.11.2026 regarding the subject mentioned above vide which applications have been invited from Retired Officer/Official of the Central Government/State Government/Autonomous Body/Statutory Body, who have retired from a post in pay level 6 or above of the 7th CPC or equivalent pay scale, for engagement as Consultant (Accountant) on contractual basis in National Commission for Minorities. Interested and eligible candidates are requested to submit their applications latest by 27.11.2026 to the following address:

The Under Secretary,
National Commission for Minorities
Block-14, 1st Floor, CGO Complex
Lodhi Road, New Delhi - 110003
Email Id: us.ncm@gov.in

2. In case of any further clarification, applicants are requested to directly contact the concerned Ministry/Department/Office.

Encl: As above

16/11/2026
(Sunil Kumar)
Under Secretary to the Government of India

To

The retired CSS Officers (Through DoPT's website)

No. 8-25/2026-Estt.
National Commission for Minorities
Government of India
...

Block-14, 1st Floor, CGO Complex,
Lodhi Road, New Delhi-110003
Dated 06.11.2026

Circular

Subject: Engagement of one Consultant (Accountant) on contractual basis in National Commission for Minorities - regarding.

National Commission for Minorities (NCM) invites applications to engage one Consultant (Accountant) on contractual basis.

2. The details of the position advertised are enclosed as **Annexure-I**. This engagement will be in the nature of fee-based consultancy and does not, in any way, tantamount to an appointment for employment or job. This engagement does not confer any right to regular appointment in Government service. The short-listed candidate will be considered for engagement as per functional requirements of the Commission.

3. Interested and eligible applicants may submit their particulars "strictly as per the enclosed format **(Annexure-II)** along with CV and relevant documents" to the "Under Secretary, National Commission for Minorities, Block-14, 1st Floor, CGO Complex, Lodhi Road, New Delhi-110003" through speed post or by e-mail at us.ncm@gov.in, latest by 27.11.2026. Incomplete applications or applications received after the due date will be summarily rejected.

4. NCM also reserves the right to accept or reject application without assigning any reasons. NCM also reserves the right to cancel the advertisement at any stage.

Encl: As Above

(Rajeev Mohan)
Under Secretary to the Govt. of India

To
(1) All Ministries/ Departments of the Govt. of India

(2) Director (CS-I Division),Department of Personnel and Training, Lok Nayak Bhawan, New Delhi - with a request to upload this circular on DOPT's website for wide circulation.

(3) Programmer, NCM - to upload this circular on NCM website.

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Annexure-I

Eligibility and other conditions for engagement of Consultant (Accountant) on contractual basis in National Commission for Minorities

1.	**Name of the post**	Consultant (Accountant)
2.	**No. of post**	One
3.	**Eligibility Criteria and Experience**	**1. Eligibility:** Retired officers/ official of the Central Government/ State Government/ Autonomous Body/ Statutory Body, preferably from the Accounts/Audit cadre, who have retired from a post in Pay Level-6 and above of the 7th CPC or equivalent pay scale. **2. Essential Qualifications and Experience** (i) Bachelor's degree in Commerce or equivalent. (ii) At least five years of practical experience in handling Cash and Accounts, Pay and Allowances, Pension, Budget, Audit and other financial matters in a Government Ministry/ Department and also well conversant with GFR, DFPR, Pension Rules, PFMS and other relevant financial rules, regulations and procedures. (iii) Working knowledge of computers, particularly MS Word, MS Excel and other MS Office applications along with familiarity with Government office procedures, including noting and drafting in e-office. (iv) Should be in good health and physically and mentally fit to discharge the assigned duties effectively.
4.	**Period of engagement**	(i) Short-term contract basis initially for a period of six months which may be further extended depending upon requirement of the Commission and the performance review of the Consultant. (ii) The appointment will be purely on contractual basis and shall not tantamount to any kind of employment on regular service or re-employment in any manner.
5.	**Age limit**	Should not be more than 62 years of age on the last date of receipt of the application i.e. on 27.11.2026.
6.	**Remuneration**	(i) As per guidelines laid down in Department of Expenditure O.M No.3-25/2020-E.IIIA dated 09.12.2020 i.e. Fixed monthly amount arrived at by deducting basic pension from the pay drawn at the time of retirement and Government's instructions issued from time to time on the subject.. The amount of remuneration so fixed

		shall remain unchanged for the term of the contract. There will be no annual increment/ percentage increase during the contract period. (ii) A fixed amount as Transport Allowance shall be paid to the Consultant that he/she was getting at the time of retirement/ superannuation on the last pay drawn, without Dearness Allowances. He/ She may be allowed TA/DA on official tour, if any, as per his/ her entitlement at the time of retirement. (iii) No other allowances such as HRA, residential accommodation, tuition fee reimbursement, etc. will be admissible.
7.	**Place of work**	National Commission for Minorities, CGO Complex, Lodhi Road, New Delhi
8.	**Method of selection**	(i) Selection of the Consultant will be done on the basis of personal interview. (ii) Only the short-listed candidates shall be called for the interview. No TA or DA will be paid for attending the interview. At the time of interview, the shortlisted candidates shall have to produce their bio-data and certificates, in original for verification. (iii) The decision of the Competent Authority on selection of candidates will be final and no correspondence on this subject will be entertained.
9.	**Attendance and working days**	The working hours of the consultants shall be same as regular Government employees working in NCM. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Gazetted Holidays. Compensatory leave in such cases shall be at the discretion of the competent authority.
10.	**Confidentiality and secrecy**	During the period of assignment with NCM, the Consultant would be subject to the provisions of Official Secret Act, 1923 and will not divulge any information gathered during the period of his/her assignment to anyone who is not authorized to know the same.
11.	**Criminal Antecedents**	The applicant should not have a criminal record or any criminal case pending against him/her in any court. An undertaking to this effect shall be provided by the candidate with the application.
12.	**Other terms of engagement**	(i) The Consultant will not be entitled for any separate monthly allowances. However, in case, the consultant is required to travel outside Delhi in the context of the work assignment, NCM shall arrange for travel and accommodation for the same as per Central Government Rules.

		(ii) The Consultants will not be eligible for any other facilities such as residential telephone, residential accommodation, CGHS and Medical reimbursement, transport facilities, etc. (iii) The Consultant shall be entitled to leave at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond the calendar year,. Will not be allowed. (iv) The Consultant will be required to discharge the duties as assigned to him/ her by the NCM. (v) Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment. The NCM will issue TDS Certificate(s). (vi) The consultant shall, in no case, work for or represent in court or before any other authority, tribunal etc. or give opinion/ advice to any person other than NCM in any matter during the period of his/ her engagement with NCM. Further, in no case, the consultant shall act, or conduct anything with regard to any person or render any advice, which is adverse to the interest of NCM. (vii) The contract of consultant may be terminated, at any time under any of the following situations:- (a) Consultant is unable to do the assigned work. (b) Quality of the work assigned to the Consultant is not to the satisfaction of the Commission. (c) Consultant is absent from duty without due authorization. (d) Consultant is lacking in honesty and integrity or violates the confidentiality clause. (viii) NCM also reserves the right to terminate the contract without giving any explanation or whatsoever with immediate effect without any remuneration or notice period on the ground of proven misconduct. (ix) Consultant is required to give 30 days notice to NCM in case he/she opts to quit the assignment. (x) Jurisdiction for legal disputes, if any, arising during the period of the contract, will be in Delhi Courts only. (xi) Consultant shall not represent or advice or work for any person against the interest of NCM for two years from the date of termination of contract in the matters related to the Commission.

Annexure- II

Application form for the post of Consultant (Accountant) on contract basis in the National Commission for Minorities.

Photo

I. Personal Details:

1.	Post applied for	
2.	Whether retired from Central Government Or PSU or PSU Bank	
3.	Name of the applicant (Block Letters)	
4.	Father's/husband's name	
5.	Date of Birth (DOB)	
6.	Nationality	
7.	Present Address	
8.	Permanent Address	
9.	Mobile & E-mail (block letters)	
10.	Last post held in Government service or others, prior to retirement, along with the name of the organization (with copy of PPO to be attached/Pension received/ Emoluments drawn before retirement)	
11.	Pay level/ Grade Pay of the last post held (along with copy of last pay drawn before retirement to be attached with application)	
12.	References	
13.	Additional information, if any	

II. Educational Qualifications (Matriculation & above/ Please attach self-attested copies):

S. No.	Course	Year

III. Professional experience (Last 10 years of retirement)

S. No.	Name of the Organization	Post Held	Period of Service

IV. Self-undertaking regarding criminal antecedents as per Sl.No.10 of the Annexure-I.

I, solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, my services are liable to be terminated. I shall abide by the terms and conditions listed in the above advertisement.

Place:

Date:

(Signature of applicant)