

F.NO. – ACCT/06/001/2023  
V. V. Giri National Labour Institute, Noida  
*(An Autonomous Body under Ministry of Labour)*  
Sec-24, Noida-201301, Gautam Buddha Nagar, U.P.

**Subject: Engagement of retired Central Government employee as Finance Consultant**

V. V. Giri national Labour Institute invites applications for engagement of Finance Consultant from retired Government Group ‘A’ officers purely on Contract Basis, initially for a period of 03 months. The details regarding eligibility criteria, scope of work etc. are as under:-

Name of the Post	No. of Post	Eligibility Criteria/Experience
Finance Consultant	01	<ul style="list-style-type: none"><li>• <b><u>Eligibility</u></b> - Officers retired from the Group ‘A’ Services of the Department/ Ministries under the Central Government <u>of the level of Under Secretary / Deputy Secretary Level or equivalent.</u> <b><u>Age</u></b> - Candidate should not attained the age of 65 years as on closing date of receiving application.</li><li>• <b><u>Experience</u></b> - Having in-depth exposure of handling work pertaining to the affiliation, RRs, Bye-laws, central sector scheme, internal finance and Budget related work of the Central Government offices and Knowledge of PFMS, GeM, and GFR etc.</li><li>• <b><u>Remuneration</u></b> - A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement in compliance of Department of Expenditure’s OM F.No.3-25/2020-E.IIIA dated 9th December, 2020.</li></ul>

Interested persons, who possess good health, and are in a position to join immediately may submit their particulars in the enclosed format available at [vvgnli@gov.in](mailto:vvgnli@gov.in) along with relevant documents email at [ao.vvgnli@gov.in](mailto:ao.vvgnli@gov.in) or post at ‘The Administrative Officer, V.V. Giri National Labour Institute, Sec-24, Noida -201301, Gautam Buddha Nagar, Uttar Pradesh’ **on or before 19<sup>th</sup> February, 2024.**

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## **2. SCOPE OF WORK:**

- a) Monitoring of Expenses on each budget head and report to the top management wherever differences arise
- b) Vetting of financial proposals of Institute related to the Procurement of Goods & Services
- c) Assistance in Preparation of Tender Documents, Opening and Examination of the Technical and Financial bids and furnishing the recommendation of thereof for Decision making to award the contract and its finalization.
- d) Examining of Budget for the various training Programmes and Research Projects undertaken by the institute.
- e) Monitoring and comparison of actual with sanction budget.
- f) Co-ordination with internal, Income Tax and Govt. Auditors and performing the replies for Audit Paras.
- g) Coordinating the committee in the matter related with purchase, Finance, Medical, Development Fund, Pension etc.
- h) Financial monitoring and Utilization Certificate to various funding agencies.
- i) Any other work assigned by the competent authorities.

## **3. REMUNERATION AND ALLOWANCES**

- ii. A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement in compliance of Department of Expenditure's OM F.No.3-25/2020-E.IIIA dated 9th December, 2020.
- iii. The amount of remuneration so fixed shall remain unchanged for the term of the contract.
- iv. No annual increment/ percentage increase and Dearness Allowance shall be allowed during the term of contract. Consultant shall not be entitled to any kind of allowance (other than Transport allowance) or accommodation facility. However, should he/she require travelling inside the country in connection with the official work of the Department, TA/DA admissible to a regular employee of the same grade he/she retired from will be paid to him/her after obtaining approval of the competent authority.

#### **4. PERIOD OF ENGAGEMENT:**

Initial period of engagement shall be for one year extendable by another year at a time, subject to satisfactory performance and professional requirement of the Department.

#### **5. SELECTION PROCEDURE**

The Selection of Consultant is based on interview by a Screening-cum-Selection Committee duly constituted by the Director General, VVG NLI for this purpose. The Candidates, meeting the eligibility criteria and shortlisted by the Screening-cum- Selection Committee, shall be called for interview. The applications will be shortlisted on the basis of experience and qualification of applicants.

#### **6. OFFICE/WORKING HOURS**

- 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, the consultant may be required to sit late and may be called on Saturdays/Sundays and other Gazetted Holidays.
- Consultant will be required to mark his/her attendance in Biometric Attendance System (BAS) or any other system as prescribed from time to time.

#### **7. LEAVE OF ABSENCE**

- The Consultant shall be entitled for the paid leave at the rate of 1 day for each completed calendar month of engagement calculated on pro-rata basis. No remuneration for the period of absence in excess of admissible leave will be paid to the Consultant.

- Accumulation of leave beyond calendar year shall not be allowed. Un-availed leave cannot be carried forward nor encashed on extension of tenure or on termination of engagement.
- 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.

## **8. GENERAL CONDITIONS**

- Tax Deduction at Source (TDS): TDS as admissible shall be deducted from the monthly remuneration of Consultant. A TDS certificate shall be issued by the concerned DDO on demand.
- The appointment of Consultant is temporary (non-official) in the nature.
- The Selected candidate shall be allowed to join as Consultant upon submitting an undertaking towards acceptance of the terms and conditions as mentioned in the offer of engagement.

## **9. CONFIDENTIALITY AND INTEGRITY**

- Consultant shall not, directly or indirectly, communicate or reveal to any person or persons any matter/information collected for the purpose of his/her assignment or during the course of his/her assignment , without the express written consent of the office.
- Consultant shall not represent or give opinion or advice in any matter which is adverse to the interest of this office. The engagement of Consultant shall be on full-time basis and He/ She shall not be permitted to take up any other assignment during his period of engagement.

## **10. TERMINATION OF ENGAGEMENT**

- The engagement of consultant shall be purely on temporary basis and they will not be entitled for any benefit/compensation/absorption/regularization of service in the Institute.
- The Institute may terminate the engagement of Consultant on the following conditions:
  - a) The Consultant is unable to address the assigned work.
  - b) The Quality of work is not to be satisfaction of the Institute..

- c) The Consultant fails in timely achievement of the milestones as decided by the Institute..
- The engagement of Consultant can be terminated by this Institute at any time without assigning any reason thereof. However, the consultant shall give one month's advance notice before resigning from the engagement. Failing to serve one month's notice may result in forfeiture of one month's payment of remuneration.
  - The Institute may terminate the services of Consultants in case he/she is unable to achieve the assigned works within the time-frame or the work assigned to him/her is not satisfactory to the Institute or he/she is found to be lacking in honesty and integrity
  - The Consultant shall be found to hand-over the entire set of records of assignment to this Bureau before the expiry of contract. The consultants shall hand over his/her identity card/pass and all office equipment, etc. If any, to the Institute and submit a NO Demand Certificate before the final payment is released by the Institute.

## **11. OTHER TERMS & CONDITIONS**

- V.V. Giri National Labour Institute shall not be responsible of any loss, accident, damage or injury suffered by the individual arising out of his/her official duty.
- This Institute has the right to Cancel the advertisement, and not go for engagement of Consultant, at any stage. It may accept or reject any or all applications, without giving any reasons thereof, whatsoever.
- The contractual appointment will be purely on Contract basis and will be in the VVG NLI, NOIDA.
- The consultants will not be entitled for any other kind of allowances and residential accommodation.
- The candidate will be required to sign an agreement of confidentiality with the Government of India containing a clause on Ethics and integrity.

- The Institute shall also reserve the right to terminate the services of Consultants at any time without giving any notice and also without assigning any reason. The engagement of consultants will not confer any right on the part of individual for permanent appointment to the post.
  - If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have wilfully suppressed any material information, he will be liable for removal from engagement service and such other action as Government may deem necessary.
5. The Institute reserves the right to accept or reject the applications without assigning any reasons.
6. Interested persons, who possess good health, and are in a position to join immediately may submit their particulars in the enclosed format along with relevant documents to the Administrative Officer, V.V.Giri National Labour Institute, Sec-24, Noida -201301, Gautam Buddha Nagar, and Uttar Pradesh on or before 30<sup>th</sup> June, 2023.

**Application for engagement as Consultant on Contract basis**

<b>Name</b>		<b>Affix Passport Size Photo</b>
<b>Mother's/ Father's/ Husband's Name</b>		
<b>Designation at the time of retirement</b>		
<b>PPO No.</b>		
<b>Pay level in which retired</b>		
<b>Name of the Ministry/Department from where retired</b>		
<b>Address for Correspondence</b>		
<b>Permanent Address</b>		
<b>Contact No. :</b>		
<b>Educational/ Technical Qualifications (S)</b>		
<b>Details of experience to be attached in proforma appended as "APPENDIX"</b>		
<b>Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO.</b>		
<b>Any other relevant information (use a separate sheet, if necessary)</b>		

<b>Name of the Ministry/ Department</b>	<b>Period</b>		<b>Designation</b>	<b>Brief details of the work handled</b>
	<b>From</b>	<b>To</b>		

12. Additional relevant information, if any, in support of your suitability for the said engagement (Attach separate sheet, if necessary).

**DECLARATION**

I hereby declare that all the statements made by me in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of consultant.

Signature of the applicant

Name:

Place:

Date: