

CIRCULAR

Subject: Engagement of Consultant in the National Water Development Agency (NWDA).

The National Water Development Agency, an autonomous body under the Ministry of Water Resource, RD & GR, intends to engage two consultants for the Establishment/Administration work purely on contract basis.

2. The eligibility and Terms and Conditions for engagement shall be as under:-

(A) Eligibility:

- (a) Officials retired from the Central Govt. at the level of Section Officer having good knowledge of Central Govt. Rules /Regulations and experience in the field of Establishment /Administrative matters.
- (b) Working knowledge of computer.
- (c) Candidate should not be more than 64 years of age. The cut off date for reckoning the maximum age will be the last date of receipt of application in NWDA.

(B) Terms and Conditions

- (a) Headquarters:** The Headquarters of the Consultant will be NWDA (HQ) office at Saket/Palika Bhawan, New Delhi
- (b) Duration of engagement:** The engagement of the consultant shall be on full time basis for a period of six months from the date on which he/she actually joins his assignment. The engagement will, however, be liable to be terminated at any time without assigning any reason thereof.
- (c) Duties and functions of the Consultant:** He has to process the Establishment/Administrative matters of NWDA independently and provide support to Chief Engineer (HQ)/Director (Admn.)/Deputy Director (Admn.).
- (d) Fee and local conveyance:** The consultant shall be paid lump-sum fee of Rs.30,000/- (Rupees Thirty thousand only) per month.
- (e) Allowances :** No TA/DA shall be admissible to the consultant for joining the assignment or on completion/termination. The consultant will not be allowed foreign travel at Govt. expenses. The consultant shall undertake any tour within the country with the prior approval of the Director General, NWDA. Entitlement of TA/DA for tours within the country for attending office work shall be as per as his entitlement at the time of his retirement.
- (f) Drawal of Pension :** As retired Govt. Officer, he/she shall continue to draw Pension and the dearness relief on the Pension during the period of his engagement as consultant. The engagement of the consultant shall not be considered as a case of re-employment.

- (g) Other Allowances:** The consultant shall not be entitled to draw any allowance such as DA, residential telephone facility, transport facility, residential accommodation, personal staff, medical reimbursement facility etc.
- (h) Leave :** The consultant shall be eligible for 8 days leave in a calendar year on pro-rata basis. The consultant shall not be paid any remuneration for their absence beyond 8 days in a calendar year (calculated on pro-rata basis). The non availed leave in a calendar year cannot be carried forward to next calendar year. NWDA would be free to terminate the services in case of consultant remains absent for a period more than 15 days beyond entitled leave in a calendar year.
- (i) Documents to be submitted along with application:** The candidate has to enclose the self attested copy of PAN Card/Aadhar Card and PPO issued by the Ministry/Department at the time of retirement.
- (j) Submission of Application:** Candidates desirous of applying for engagement may submit application in the proforma annexed herewith to the following address by due date.

Deputy Director (Admn.)
National Water Development Agency,
18-20, Community Centre,
Saket,
New Delhi-110017

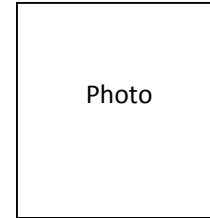
3. The last date of receipt of application in NWDA is 05.07.2017.

Encl: Proforma.

(Rakesh Kumar Gupta)
Dy. Director (Admn.)
Phone No. 26965315

Proforma

Engagement of Consultant in the National Water Development Agency



1. Name of Candidate :
2. Address with Telephone Nos. :
3. Date of Birth :
4. Academic Qualification :
5. Date of retirement and post held :
6. Last Pay drawn/ Pension :
7. Details of previous placement/
employment in last 10 years :

S.No.	Name of Department	Designation	Period	Nature of duties

8. Any other information :
9. List of Enclosures :

DECLARATION

I hereby undertake that the information given above are true and correct. I agree to the terms and conditions for engagement as Consultant.

Place:

Date:

Signature of the Candidate

Name

Address

Mobile No.