

No. Admn./16/2022-NRA  
Government of India  
National Recruitment Agency (NRA)  
(An Autonomous Body under Department of Personnel and Training)

4<sup>th</sup> Floor, Tower-II, Jeevan Bharati Building  
Connaught Place, New Delhi -110001  
the 23<sup>rd</sup> September, 2022

**Subject: Advertisement for engagement of Consultant on contract basis in National Recruitment Agency (HQ), New Delhi**

National Recruitment Agency (NRA) is an autonomous and self-reliant Body under the Department of Personnel & Training, Government of India, to conduct a Common Eligibility Test (CET) to shortlist candidates for vacancies of Group 'B' Non-Gazetted posts, which are Exempted from consultation with UPSC, Group 'C' post in the Government and equivalent Post (where no such classifications exist) in instrumentalities of the Government, through a Computer Based online Tier-I examination.

2. NRA invites applications from experts and dynamic professionals for engagements as Consultants in National Recruitment Agency (HQ), New Delhi on a contract basis. The details of the consultancy, job description, and essential qualification/experience are as detailed below: -

**(a)**

1.	Name of the position	Consultant
2	Number of positions	01( <b>Content Developer</b> ) and 01 ( <b>IT Expert</b> )
3	Method of recruitment	Contract Based through open market
4	Age limit	Up to 50years
5	Period of Contract	For a period of 01 years, which can be extended further up to 01 years, if required.
6	Remuneration (per month)	₹1,45,000 to ₹ 2,65,000 (Inclusive of Taxes)

**(b)**

Sl. No	Details of the Consultancy	Job Description	Essential Qualification/ Experience
1)	Consultant ( <b>Content Development</b> )	<ul style="list-style-type: none"><li>• To lead the Content Development setup as per NRA requirements.</li><li>• To coordinate with various functionaries/ Stakeholders to meet functional needs.</li><li>• To set up an efficient and secure system for content development.</li></ul>	<ul style="list-style-type: none"><li>• Doctorate/Masters/Post Graduate.</li><li>• Work experience of 10 – 15 years is required as per the job description, preferably in the areas of content development/ academics.</li></ul>

II).	Consultant (IT Expert)	<ul style="list-style-type: none"> <li>• To lead the IT Cell in NRA.</li> <li>• To assess the IT needs of NRA and coordinate with various functionaries / Stakeholders to meet the functional needs.</li> <li>• To help design efficient and secure IT platform and infrastructure for NRA and determine the best technical implementation methods and reasonable implementation schedule.</li> </ul>	<ul style="list-style-type: none"> <li>• B.E. / B.Tech or Post Graduate in the field of IT/Computer/ Electronics / Electronics &amp; Communications.</li> <li>• Work experience of 10 – 15 years is required as per the job description.</li> </ul>
------	---------------------------	---	---

**N.B.:** Age, experience, and qualification requirements will be relaxed in deserving cases with the approval of the Competent Authority.

3. The age limit for the consultant will be up to 50 years. In exceptional deserving cases, age beyond 50 years can be relaxed up to 55 years.
4. The individual consultant shall not be regarded, for any purposes, as being either a "staff member" of NRA or an official of NRA. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between NRA and the Individual consultant.
5. In general, the consultant shall neither seek nor accept instructions from any authority external to the NRA with regard to his/ her performance.
6. The consultant shall perform his/ her obligations under the Contract with the fullest regard to the interest of NRA.
7. The consultant shall comply with the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013".
8. Any document/ information furnished by NRA to the consultant for the performance of any obligation under the Contract shall rest with the NRA and the same shall be returned to NRA at the conclusion of the task or the Contract.
9. The consultant in any manner whatsoever, shall not use the name, emblem, or official seal of NRA, or any abbreviation of the name of NRA, in connection with its business or otherwise without the written permission of NRA.
10. The individual consultant for him/her may consider appropriate insurance cover during the period he / she provide services under the contract.
11. The fixed monthly remuneration payable to the consultant will be decided on the basis of the recommendation of the Selection Committee. The consolidated remuneration will range from Rs. 1,45,000 to 2,65,000. The consolidated remuneration will be inclusive of all applicable taxes and no other facilities/allowances will be allowed.

12. The consultant shall submit a statement of Good Health from a recognized physician prior to commencement of work in NRA. In the event of any injury/death or illness during the period of the contract, the individual consultant and his/her dependents shall not be entitled to any compensation from NRA.
13. The nature of engagement will be purely contractual and such engagement will not bestow any right for regular/ permanent engagement/ appointment in NRA. Also, the engagement as a consultant will not be treated as a case of permanent employment in any manner.
14. All applications received will be scrutinized, short-listed, and placed before a Selection Committee. The Selection Committee will interact with the short-listed candidates and recommend a panel. Recommendations of the Committee will be placed before the Competent Authority for approval.
15. Paid leave will be admissible @ 1.5 days for each completed month. There will be no accumulation of leave beyond a calendar year.
16. TDS as admissible shall be deducted from the monthly remuneration of the consultants. TDS certificate shall be issued by the DDO concerned on demand.
17. Consultants will be governed by the Official Secrets Act, 1923, and shall not disclose any information data they may gather by virtue of being the consultant to any unauthorized person during or after the period of their engagement as Consultant in NRA. In this regard, attention is also drawn to various circulars issued by the CVC/ other Statutory Bodies under which any misuse of official position makes them accountable and triable under due process of law.
18. The consultants may require to undertake domestic tours subject to the approval of the competent authority and they will be allowed the following TA/DA: -

<b>Position</b>	<b>Mode of journey</b>	<b>Reimbursement of Hotel, Taxi and Food bills.</b>
<b>Consultant</b>	Air in Economy class or by Rail in AC Two tier	Hotel accommodation up to Rs.4500/- per day, Taxi charges up to 50 Kms within the city and food bills not exceeding Rs. 1000/- per day shall be allowed.

19. NRA may terminate the contract for engagement as a consultant under any of the following conditions:
  - i) Consultant unable to address the assigned works.
  - ii) Quality of output of consultant not to the satisfaction of the NRA.
  - iii) Consultant failed to do the work within the prescribed timeframe.

- iv) Consultant lacking in honesty and integrity.
- v) NRA reserves the right to terminate the contract unilaterally by giving 15 days' notice. The consultant will also have the right to end the contract by giving 15 days' notice. A consultant's Notice Period can be curtailed with the approval of the Competent Authority.
20. NRA reserves the right to cancel the advertisement, at any stage.
21. Last Date of submission of application is **25<sup>th</sup> October, 2022**. Incomplete applications and applications received after the due date will be summarily rejected.
22. The interested candidates may apply by filling up the application form, and the declaration as given in **Annexure - I and II** and send clear scanned copies of the same in pdf, **only online through e-mail to:**

The Director (Admn),  
National Recruitment Agency (NRA), New Delhi  
Email: [diradmn-nra@gov.in](mailto:diradmn-nra@gov.in)



(Bhuvnendra Singh)  
Deputy Director  
E mail: [contact-nra@gov.in](mailto:contact-nra@gov.in)

**Annexure - I**

**FORMAT OF APPLICATION FOR CONSULTANT IN NRA**

Copy of  
passport size  
photograph to  
be pasted here

1.	Name in Full (IN BLOCK LETTERS)				
2.	Applied For (Separate applications are to be sent for different engagements)				
3.	Date of Birth (DD/MM/YYYY)				
4.	Date of superannuation (applicable for Retired Employees) (DD/MM/YYYY)				
5.	The last post held, along with Pay details				
6.	Residential Address with Telephone No.				
7.	Present Employer, if any				
8.	Educational Qualification				
	Qualification	Name of University/ Institute / Board	Year of Passing	Duration of Course	Subjects
9.	Details of employment in chronological order (If needed, enclose a separate sheet duly authenticated by your signature in the format given below):				

10.	Name of Organization	Post Held (Designation)	Period of service		Nature of Appointment (Regular/ Ad-hoc)	Details of Remuneration	Nature of Duties
			From	To			
11.	Details of experience:						
12.	Nature of present employment, if any, please give details:						
13.	Any other information, the applicant wants to furnish (Applicant may attach a Curriculum Vitae)						
	Please state briefly how you find yourself best suitable for being engaged as a Consultant:						
	Please indicate/ furnish:						
	(i) if there is any Vigilance / disciplinary case or criminal case, in any court of law, pending or concluded in past. If yes please provide details.						
	(ii) list of major/minor penalties imposed during the entire service period (as the case may be).						

I have carefully gone through the advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection, I shall abide by the terms and conditions of services attached to the post.

Place:

Signature:

Date:

Name:

**Annexure II**

**Declaration**

I , do hereby declare that the particulars furnished above are true and correct to the best of my knowledge. I understand and agree that in the event of any information is found false/ incorrect/ Incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of National Recruitment Agency in this regard. All the terms and conditions of engagement as mentioned in the advertisement are acceptable to me.

Place:

Signature:

Date:

Name:

