

F.No.A-11017/398/2015-Admn
National Commission for Protection of Child Rights
5th Floor, Chanderlok Building, 36 Janpath,
New Delhi - 110 001

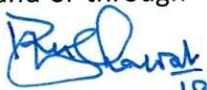
Dated the 18th July, 2025

CIRCULAR

Subject: Proposal for engagement of a Task Based Consultant (TBC) for undertaking task of preparation of organisation/divisional structure, creation/revival of posts and preparation of Recruitment Rules of posts so created/revived-reg.

National Commission for Protection of Child Rights (NCPCR) - a Statutory Body under the administrative control of Ministry of Women & Child Development (MWCD), Government of India invites applications from retired Officers for engagement as TBC for undertaking tasks of preparation of organisation/divisional structure, creation/revival of posts and preparation of Recruitment Rules of posts so created/revived.

2. Details including eligibility criteria, terms & conditions etc. are enclosed at **Annexure-I**. The NCPCR reserves the right to accept or reject in part or all applications without assigning any reason whatsoever.
3. The last date/time for receipt of applications is 28th July, 2025 by 5:30 P.M. The applications received after due date/time or without requisite documents shall not be entertained.
4. Application as per format enclosed (**Annexure - II**) may be sent to Registrar, NCPCR, 5th Floor, Chanderlok Building, 36 Janpath, New Delhi – 110 001 through post/by hand or through E-mail - registrar.ncpcr@nic.in .


(Rajesh Kumar Singh) 18/7
Registrar, NCPCR

To:

1. IT Division, NCPCR to upload the vacancy circular on website of the Commission.
2. Deputy Secretary (Adm.), MWCD with request to upload the vacancy circular on the website of MWCD.
3. Director (CS-I), CS Division, DoPT, Lok Nayak Bhawan, Khan Market, New Delhi-110 003 - with request to upload this Vacancy Circular on DoPT's Website.

Terms & Conditions for Task Based Consultant**1. No. of Vacancies w**

Number of Consultant proposed to be engaged on assignment of specific Task Basis with consolidated fee (inclusive of all expenses) and within a prescribed time period.

2. Brief Job Description

The TBC shall be entrusted to undertake assignment of (i) preparation of organisational/divisional structure; (ii) creation/revival of posts; and (iii) preparation of Recruitment Rules of posts so created/revived.

3. Terms of References (ToRs) and Milestones: The entire assignment shall consist of 3 (three) stages detailed as under:

Stage	Brief Description of the Work Involved	Quantum of Total Work (%)
(I)	Preparation and finalization of Organisational/ Divisional Structure of the Commission involving studying the existing structure and suggest a suitable structure along with manpower requirement of the Commission keeping in view mandate of this Commission as well as structure of similarly placed Commissions and get the same finalized by the Competent Authority;	20%
(II)	Preparation of proposal for creation fresh posts / revival of existing posts as suggested in proposed organisational/divisional structure and taking the same with Ministry of Finance (Department of Expenditure) through Ministry of Women & Child Development including preparation of presentations, responses to the queries raised by higher authorities etc.;	30%
(III)	Upon creation/revival of the posts; preparation of Recruitment Rules (RRs) of the posts so created/revived and get the same notified after obtaining approval of the Competent Authority including preparation of presentations, responses to the queries raised by higher authorities etc.	50%

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- 3.1 The payment of consultancy fee to Consultant shall be linked with the completion of the milestones in terms of work as indicated in Para-3 above.

4. Eligibility Conditions

- i. Must have retired from Central/State Government/PSUs/Autonomous/ Statutory Bodies, Semi-autonomous Bodies etc. as Deputy Secretary/Director or equivalent level posts. However, preference shall be given to officers retired from central Ministries/Departments;
- ii. Must possess at least Graduate Degree in any discipline;
- iii. Must be conversant with the functioning of Ministries/Departments and its organisations especially Commissions.
- iv. Must have very good working knowledge of computer (MS Office/MS Excel/MS Power Point/E-Office/Internet/E-mail).
- v. Must possess experience in the areas of Establishment matters including creation/abolition of posts, framing of Recruitment Rules and Recruitments and related matters.

4. Period of Engagement

Duration of the Consultancy shall be initially for a period of 3 (three) months which may be extended further, if required depending upon prevailing circumstances. The TBC is required to complete the assignment tentatively within 3 months period.

5. Age Limit

Not more than 65 years of age (as on closing date for receipt of applications).

6. Consultancy Fee

TBC shall be paid a total consolidated fee of ₹ 1.25 lakh (including all expenses) linking it payment with completion of each milestone task as indicated in Para-3 above.

7. Selection Procedure

Candidates meeting the prescribed eligibility conditions shall be selected on the basis of criteria like experience, qualification, etc. Interview will be conducted by a duly constituted Selection Committee from amongst short-listed applicants.

8. Tax deduction at Source:

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Income Tax or any other tax liable to be deducted, as per the prevailing rules/regulations will be deducted at source before effecting the payment of remuneration/honorarium.

9. Confidentiality of data, information and documents:

- i. The TBC shall not utilize or publish or disclose or part with, to a third party, any data or statistics or proceedings or information gathered during the course of the assignment, without the written consent of the Commission. The TBC shall be bound to hand over the entire set of records of assignments to the office before the expiry of the contract and before the final payment is released by the Commission. The Consultants shall sign an agreement of confidentiality with the Commission to this effect which shall contain a clause on Ethics and Integrity.
- ii. The Consultant shall be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the TBC are not found satisfactory or found in conflict with the interests of NCPCR, his/her services shall be liable for termination without assigning any reason.
- iii. The TBC shall not advertise or otherwise make public for purposes of commercial advantage that it has a contractual relationship with NCPCR, nor shall the Consultant, in any manner whatsoever, use the name, emblem or official seal of the Commission, or any abbreviation of the name of NCPCR, in connection with its business or otherwise without the written permission of the Commission. **Any violation in the above matter will be dealt as per prevailing law/regulation/Government norms.**

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/detrimental to the interests of the Commission. No Consultant would be permitted to take up any other assignment during the period of Consultancy. The person selected as Consultant shall be required to tender an Undertaking in a prescribed format prior to his/her engagement.

11. Termination of engagement:

The Commission may terminate the services of TBC forthwith without assigning any reason, if s/he is:

- i. unable to accomplish the assigned task to the satisfaction of NCPCR;
- ii. unable to deliver quality of accomplished work to the satisfaction of NCPCR;

- iii. fails in timely achievement of milestones as Indicated hereinabove;
- iv. found lacking in honesty and integrity.
- v. discovered that undertaking tendered by him/her is false and/or misleading.

The contract of TBC may also be terminated by giving 15 days notice in writing from either side. The termination will be without prejudice to either party's rights accrued before termination.

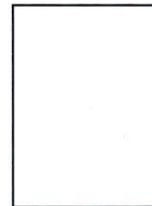
12. Accident, Injury, etc., during the period of engagement:

NCPCR shall not be responsible for any loss, accident, damage, injury whatsoever suffered by the TBC arising in or out of execution of his work, including travel.

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ANNEXURE – II

APPLICATION FOR TBC IN NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS (NCPCR)



1.	Full Name		
2.	Father's/Husband Name		
3.	Date of Birth (DD/MM/YYYY)		
4.	Age as on the closing date of Application (in years and months)		
5.	Contact Details	Mobile	
		Email ID	
6.	Address for communication		
7.	Date of joining Govt. service		
8.	Date of retirement		
9.	Retirement and the post and level from which retired (Please enclose a copy of the retirement order)		
10.	Name of the Ministry/Department/Organisation from which retired Last Pay drawn (Please enclose copy of LPC)		
11.	Qualifications		
12.	PPO No. (Please enclose a copy)		
13.	Brief Particulars of experience (A separate sheet may be annexed)		

I hereby declare the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete or ineligibility being detected any time before OR after selection, my candidature is liable to be rejected and I shall be bound by the decision of the National Commission for Protection of Child Rights. I accept the terms and conditions for engagement as Consultant.

Place:.....

Date:.....

Signature:

Name:

18/11/17