



No.12011/1/ 2025-Admn./NCVET/2812

Government of India

Ministry of Skill Development and Entrepreneurship

National Council for Vocational Education and Training

4th Floor, Kaushal Bhawan,
Chanakyapuri, New Delhi-110023

Dated: 28-01-2026

VACANCY CIRCULAR

Subject:-Engagement of officials retired from Central Government as PPS/PS/PA for appointment as Consultant PS / PA in NCVET – reg.

The National Council for Vocational Education and Training (NCVET) under Ministry of Skill Development and Entrepreneurship invites applications for engagement of one Consultant – PS / PA from Govt. Servants retired as PPS/PS/PA preferably from Central Government Ministries/Departments/Autonomous Bodies/Institutions/PSUs having CDA pattern purely on contract basis. Selection for one more vacancy likely to be available later may also be finalized on the basis of the applications received against this advertisement. **The NCVET reserve the rights to increase/decrease the number of posts as per requirement or may withdraw the advertisement without citing any reasons.**

2. Engagement of Consultant – PS / PA (01 post)

- (a) Govt. servants retired as PPS/PS/PA having extensive knowledge in Government Secretarial work.
- (b) The officer should have working knowledge of MS Office, Computer handling and internet browsing.
- (c) Maximum age limit is 62 years (as on the last date of receipt of application).

3. Method of Selection: The engagement will be purely on contract basis. Shortlisted candidates will be called for interview by the Selection Committee. A panel would be formed of the candidates who qualify the interview and would be engaged as Consultant – PS / PA as per the requirement of NCVET.

4. The terms & Conditions of his/her appointment will be as under:

- (i) The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee and the extant rules.
- (ii) The Consultant shall sign an agreement of confidentiality with NCVET containing a clause of Ethics and Integrity.

Contd.....2/-

- (iii) A fixed monthly remuneration shall be admissible, arrived at by deducting the basic pension from the basic pay drawn at the time of retirement. 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. No increment and/or Dearness Allowance shall be allowed during the term of the contract.
 - (iv) He/She shall not be entitled for perquisites such as HRA, CCA, Residential accommodation etc. An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the consultant at the time of retirement. The amount so fixed shall remain unchanged during the term of engagement.
 - (v) No TA/DA would be admissible to him/her/them for joining the assignment or on its completion.
 - (vi) During the period of Consultancy the officer would be required to attend to all important work pertaining to the NCVET as assigned from time to time.
 - (vii) During the period of his/her/their assignment with the NCVET and also thereafter it is likely that they may come across certain information of important/confidential nature. They will not divulge any information gathered by them during the period of their assignment to anyone who is not authorize to know/have the same.
 - (viii) Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed.
5. **How to apply:** Willing retired officials are requested to send their applications in the prescribed format (complete in all respects) alongwith self certified copy of PPO by **27-02-2026**. Applications without duly filled prescribed proforma and copy of PPO will not be considered for shortlisting.

Duly filled in applications may be sent by e-mail to : career.ncvet@gmail.com

or

The physical hard copy of application in the prescribed format may be forwarded to the Deputy Director (Administration), National Council for Vocational Education & Training, Govt. of India, 4th Floor, Kaushal Bhavan, Chanakyapuri, New Delhi-110023, so as to reach NCVET by the last date.

6. **The last date of receipt of applications is 27.02.2026.**

(Dilip Kumar Yadav)
Deputy Director (Admn.)

Application form for engagement of Consultant (Retired Govt. Servants) in National Council for Vocational Education & Training under Ministry of Skill Development and Entrepreneurship

1. Name : _____
2. Father's Name : _____
3. (a) Date of Birth _____
(b) Age as on 27-02-2026 _____ Years _____ Months _____ days _____
4. Domicile : _____
5. Nationality : _____
6. Postal address for correspondence : _____

7. E-mail : _____
8. Mobile No : _____
9. Educational Qualifications: _____
10. Positions held during last ten years of service:

S.No.	Designation & place of posting including name of Ministry / Deptts	Scale of Pay & Pay Level	Period		Nature of works performed
			From	To	

11. Skills / Training :
12. Any other specific information, in support of your suitability for the said engagement (use separate sheets, if necessary):
13. Please attach a self-certified copy of Pension Payment Order (PPO)

DECLARATION

I hereby declare that all the statements 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. I also understand that action against me will be taken by the concerned authorities, if I am declared by them to be guilty of any type of misconduct mentioned herein.

Place:
Date :



Name and Signature of the applicant

