

No. 02/06/24-Admn.

केन्द्रीय सतर्कता आयोग / Central Vigilance Commission

Satarkta Bhawan, Block A,
GPO Complex, INA,
New Delhi – 110023.

Dated :6th September, 2024.

परिपत्र

Subject:- Notice inviting applications from retired Central Govt. Officers (Deputy Secretary/Director or equivalent level) for engagement as Consultant on contract basis in the office of Central Vigilance Commission-reg.

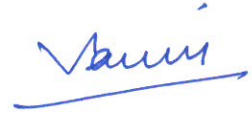
Central Vigilance Commission invites applications from the eligible and desirous candidates retired from Central Government, for engagement of 1 (one) full time Consultant purely on contractual basis. Officers of Central Government having retired from the rank of Deputy Secretary/Director or equivalent level and having specific experience in vigilance administration, may apply for engagement as Consultant initially for a period of 06 months or till further orders, whichever is earlier, to accomplish following tasks/assignments:-

- (i) Updation of Vigilance Manual of the Commission; and
(ii) Preparation of Master circular on following topics:

- Vigilance Angle;
- Appointment, Role & Function of CVO;
- Handling of Complaint in the Commission;
- Processing of Complaints by CVOs & Organization;
- Handling of PIDPI Complaints;
- Procedure for obtaining Commission's FSA;
- Procedure for obtaining Commission's SSA;
- Prosecution Sanction;
- Banking Issues;
- Insurance Sectors Issues;
- Preventive Vigilance;
- Integrity Pact; and
- Investigation.

2. The engagement of the Consultant will be regulated as per the provisions of the Ministry of Finance (Department of Expenditure) OM No. 3-25/2020-E.IIIA dated 09.12.2020 as amended from time to time. The details including eligibility criteria, term of reference etc. of the above engagement are also available on the website of the Commission i.e. www.cvc.gov.in under Vacancies Head.

3. Interested retired officers who are in position to join immediately, may submit their particulars in the enclosed format (**Annexure-I**) along with relevant documents to “The Under Secretary (Admn.), Central Vigilance Commission, Satarkta Bhawan, Block A, GPO Complex, INA, New Delhi-110023” within 14 days of issuance of this circular. Officers retiring in the month of September, 2024 are also eligible to apply.



(P. Vamsi Rama Krishna)
Under Secretary (Admn.)
Email ID- pvr.krishna@nic.in
Tel.No. : 24651014

Application for the post of Consultant in the Central Vigilance Commission

Recent Passport Size Photograph
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1.	Full Name (in Block Letters)	
2.	Father's/Husband's Name	
3.	Date of Birth	
4.	Contact details	Mobile No./Tel. No. <input type="text"/>
		Email ID <input type="text"/>
5.	Address for communication	
		PIN: <input type="text"/>
6.	Permanent Address	
		PIN: <input type="text"/>
7.	Whether SC/ST/OBC	
8.	Whether Physically handicapped	
9.	Date of retirement and the post from which retired (enclose copy of retirement order)	
10.	Name of the Ministry/Department/Organization from which retired	
11.	Details of present engagement, if any:	
12.	Last Pay Drawn (Please enclose copy)	
13.	Education/Technical Qualification (Please enclose copy of Certificate/Mark Sheet)	
14.	P.P.O. No. (Please enclose copy)	
15.	Details of Computer Knowledge	
16.	Brief particulars of Experience of the last 10 years (assignment-wise) [A separate sheet may be annexed]	
17.	Additional relevant information, if any in support of your suitability for the said engagement, attach a separate sheet, if necessary.	

I hereby declare that 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 at any time before **or** after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Central Vigilance Commission. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Place:
Date

Signature

(Full name of the applicant)

Terms of Reference for engagement of Consultant

Precise statement of objectives for appointment of Consultant:-

The consultant will be entrusted work pertaining to formation of Master circular on various topics in the Commission and updation of Vigilance Manual. Therefore, the officer should be well conversant with the policies relating to vigilance administration, vigilance manual and rules and regulations and functioning relating to the Central Vigilance Commission.

Outline of the task to be carried out :-

The consultant is required to accomplish following tasks/assignments in a time bound manner-

- (a) Updation of Vigilance Manual of the Commission.
- (b) Formation of Master Circular in the Commission on following topics:
 - Vigilance Angle;
 - Appointment, Role & Function of CVO;
 - Handling of Complaint in the Commission;
 - Processing of Complaints by CVOs & Organization;
 - Handling of PIDPI Complaints;
 - Procedure for obtaining Commission's FSA;
 - Procedure for obtaining Commission's SSA;
 - Prosecution Sanction;
 - Banking Issues;
 - Insurance Sectors Issues;
 - Preventive Vigilance;
 - Integrity Pact;
 - Investigation.

Schedule for completion of task :-

The tasks outlined in above paragraph are required to be completed in 06 months.

Terms and conditions of engagement of the Consultant

(i) Number of Personnel to be engaged:- 01 (One)

(ii) Eligibility criteria for engagement as Consultant – Retired Officers of Central Government who have served on the post of Deputy Secretary/Director or Equivalent level and have experience with the policies relating to vigilance administration, vigilance manual and rules and regulations pertaining to the Central Vigilance Commission. Officer of Central Government having 5 years of work experience in Vigilance Administration and well conversant in Rules and Regulations pertaining to the Central Vigilance Commission will be preferred.

(iii) Period of engagement - The engagement shall be initially for a period of six months which may be extended / curtailed depending upon the performance of the Consultant or functional requirement of the Office with the approval of the Competent Authority. No Extension will be granted beyond the age of 65 years.

(iv) Nature of engagement – The engagement of consultant shall be purely temporary (non-official) in nature and would be on full time basis i.e. he/she would not be permitted to take up any other assignment during the period of consultancy in the Central Vigilance Commission.

(v) Remuneration as per Government provisions – A fixed monthly amount shall be admissible as per the standard formula i.e. Last Basic Pay Drawn – Pension in terms of DOE's OM No. 3-25/2020-E.IIIA dated 09.12.2020. If employee has availed of the commuted value of pension, the commuted portion of pension shall also be included in the portion of pension to be deducted. The amount of remuneration so fixed shall remain unchanged for the terms of the contract. No Increment and dearness allowance shall be allowed during the term of contract period.

(vi) Transport Allowance – The Consultant shall be granted a fixed amount of Rs. 7200/- per month as Transport Allowance (as per DOE's OM dated 07.07.2017) for commuting between the residence and the place of work. This shall not exceed the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of engagement. No Dearness Allowance shall be admissible on Transport Allowance.

(vii) Leave – The Consultant shall be allowed paid leave of absence at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will be not allowed.

(viii) TA/DA- NO TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of consultant is not permitted at all. However, should he/she be required to travel

inside the country in connection with the official work of the Commission during the period of his/her appointment, TA/DA as 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.

(ix) Accommodation/HRA – No accommodation or HRA will be provided by the Commission.

(x) Scope of Duties - During the period of engagement, the consultant would be required to perform any work as assigned to him/her by the Competent Authority in CVC.

(xi) Office time and working hours - Engagement of Consultants would be on full time basis. Working hours shall be from 9.30 AM to 6.00 PM during working days including half an hour lunch break in between. The Consultant may be called on Saturday/Sunday/ Other Gazetted holidays, if required. The Consultant will have to mark his/her attendance in Aadhar Enabled Biometric Attendance System.

(xii) Confidentiality of data and documents - The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or public or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

(xiii) 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 to the interest of the Commission nor will he indulge in any activity outside the terms of the contractual assignment.

(xiv) Termination of service - The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 15 days' notice. However, in case Consultant wishes to resign, he / she will have to give 07 days' advance notice or remuneration in lieu thereof before resigning from the engagement.

(xv) CVC shall not be responsible for any loss, accident, damage, injury suffered by the Consultant what so-ever arising in or out of the execution of his work including travel.

(xvi) Other terms and Conditions for engagement of Consultant shall be regulated as per Government guidelines as issued from time to time.
