Subject: Engagement for Consultant in the Central Vigilance Commission-reg.

The Central Vigilance Commission, invites applications from retired Govt. Servants who have experience in establishment/vigilance/legal matters of Central Govt. especially cadre review for engagement as Consultant. The details including eligibility criteria, TOR, etc. are available on the Commission’s website: www.cvc.gov.in. The Commission reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.

Last date for submission of applications is 30\textsuperscript{th} May 2016. Applications received after due date and time will not be considered.

(P K Mohanty)
Under Secretary

To

All Ministries/ Departments of Government of India. They are requested to give this notice wide publicity amongst all their eligible Officers.

Copy also to the NIC Cell for up-loading on the website of the Ministry.
TERMS OF REFERENCE FOR
Application from Individuals for
Appointment as Consultant in the
Central Vigilance Commission

Central Vigilance Commission is the apex anti-corruption body for overseeing and implementing policies relating to vigilance administration. The Commission has been vested with powers to inquire or cause inquiries to be conducted into offences alleged to have been committed under the Prevention of Corruption Act, 1988 by certain categories of public servants of the Central government, corporations, Companies, Societies and local authorities, owned or controlled by the Central government. The Commission was given statutory status by enactment of CVC Act, 2003 and vested with authority and insulation of external influences.

2. The Commission intends to engage 01 experienced individual with knowledge of Government Establishment, Vigilance and Legal matters as Consultant on Contract basis.

3. Scope of Work/Job Responsibility:
   (a) Cadre review of establishment of the Central Vigilance Commission.

3.1 Eligibility Criteria:

   The Consultant proposed for engagement should be well acquainted with the functioning of Central government Ministries / Departments. Persons who have retired from the post of Under Secretary/Deputy Secretary/Director or equivalent from Central Govt. Ministries / Departments, having long experience in Administration / Establishment shall be given preference.

3.2 Age Limit:

   Candidate should not be more than 65 years of age as on 1st January, 2016.

3.3 Communication and Drafting Skill:

   Should have good communication and interpersonal skills with a strong flair for in depth handling of work relating to Administration/ Establishment.

3.4 Computer Literacy:

   Computer Literacy is compulsory.

4. Type of appointment:

   The appointment will be purely on contract basis.
5. Accommodation:

The Consultant needs to have own accommodation facility in Delhi/ New Delhi or nearby places. No accommodation or House Rent will be provided by the Commission.

6. Contract Period:

The contract would be for a period of 6 months.

7. Terms of Payment:

The remuneration/fee will be fixed as per DoPT instruction as contained in OM No. 16012/12/2005 ESH- (Allowances) dt 10.3.2006 ie. fee should not exceed (Last pay drawn + DA) minus (Pension + Dearness pay thereon)

8. Tax Deduction at Source:

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Commission will issue TDS Certificate/s. Service Tax, as applicable shall be payable extra, at the prevalent rates.

9. No extra charge:

The monthly fees approved by the Commission in the contract, will be inclusive of the costs of Consultant’s travel, lodging and boarding, and also all incidental expense, professional fees etc. No separate charges will be payable by the Department on any such account. However, in case the Consultants are required to travel outside Delhi in the context of the work/assignment the Commission shall reimburse the actual cost as per the rules/Regulations of the Central Government.

10. The Department reserves the rights, as follows:

To decide to cancel this advertisement, and not to proceed in the matter, at any stage and accept or reject any or all applications, without giving any explanation, whatsoever.

11. Termination of Agreement: The Commission may terminate a contract to which these Terms apply if:

- The Consultant is unable to address the assigned works,
- Quality of the assigned works is not to the satisfaction of the Department.

- The Consultant fails in timely achievement of the milestones as finally decided by the Commission.
- The Consultant is found lacking in honesty and integrity;
- The Commission reserves the right to terminate the contract, by giving fifteen days’ notice to the Consultant.
Termination shall be effected by written notice served on the Consultant and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party’s rights accrued before termination.

12. Governing Law:

The contract shall be governed by and construed in accordance with the laws of the Republic of India. The Consultant shall provide a concept note about his understanding of the task/scope of the work he is supposed to undertake while working with the Commission under the present contract.

13. Basis for Evaluation

The scrutiny of applications will be carried out on the basis of required qualification & experience of individuals based on past work experience.

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# CENTRAL VIGILANCE COMMISSION

APPLICATION FOR ENGAGEMENT OF CONSULTANT

1. Personal Details:
   a) Name :
   b) Father’s Name/Husband’s Name :
   c) Date of Birth :
   d) Age as on today :
   e) Sex :
   f) Category (SC/ST/OBC/GEN) :
   g) Nationality:

2. Address for Correspondence:
   Permanent Address:
   Tel. No.: Mobile No. : E-Mail:

3 (a). Academic Qualifications in descending order:

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<th>S. No.</th>
<th>Examination Passed</th>
<th>Name of Institution/University</th>
<th>Year of Passing</th>
<th>% of Marks/ Grade</th>
<th>Specialization</th>
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3 (b). Professional Qualifications:

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3 (c). Certification (if any):

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4 (a) Employment Records:

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<th>S. No.</th>
<th>Organization</th>
<th>Designation</th>
<th>Pay Scale</th>
<th>From (dd/mm/yyyy) To (dd/mm/yyyy)</th>
<th>Job profile</th>
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5. Total Post Qualification Experience in years:

6. Any other information relevant to the job:

Note: 1. If the sheets above are not sufficient please attach extra sheets, wherever necessary.

2. Mentioned the list of documents attached alongwith the form

   (a)................................ (b).............................. (c).................................

I certify that the information given above is true and correct.

(Signature of Candidate)