



**NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS**  
(Under the Administrative Control of Ministry of Commerce & Industry, Govt. of India)  
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**REQUIRES**  
**(CONSULTANT ON CONTRACT BASIS)**

**Sub: Engagement of Retired officers from government/autonomous or other similar govt. organisations as consultant on contract basis at National Council for Cement & Building Materials (NCCBM)-Inviting applications thereof-reg.**

National Council for Cement & Building Materials invites application from retired officers from government/autonomous similar govt. organisation to be engaged as consultant on contract basis for the following post.

**Post: Consultant (Finance):** Indian citizen retired from Government of India, Autonomous organisations particularly autonomous R&D organisation or similar organisation, having held minimum Level -12 (as per 7<sup>th</sup> pay) can apply for the said consultant post.

**Number of Post:** 01

**Age:** Not exceeding 63 years as on closing date for filling application.

**Experience:** Experience shall be in the field of Financial Matters, annual account, income & expenditure, balance sheet, audit of internal audit, Preparation of audit replies of CAG audit paras.

**Scope of Work**

- a) The consultant will be required to handle financial matters.
- b) Scrutiny of benefits related to retirement/death, gratuity, Leave encashment etc.
- c) Any other work assigned by Director General/FAS.
- d) Implementation of other orders in line with NCB Rules.

**Terms & Condition**

1. The terms and conditions for engagement of consultants related to remuneration shall be regulated by Department of expenditure's O.M. No. 3-25/2020-EIII A dated 09.12.2020.
2. The engaged personnel should be medically/physically fit to render services as desired.
3. The engagement shall initially be for a period of 3 months extendable upto 1 year.
4. Working hours shall normally be 0900hrs to 1730hrs during working days. However, in exigencies of work they may be called on Saturday/Sunday and other holidays.
5. Their attention is drawn to central vigilance commission's circular no. 01/01/2017 dated 23/01/2017 and circular no. 08/06/2011 dated 24/06/2011 regarding engagement of consultants. They will be completely accountable for any advice or any service rendered by them during their engagement in NCB in view of norms of ethical business and professionalism.
6. They must act, at all times, in the interest of NCB and render any advice/service with professional integrity.
7. The consultant appointed by NCB shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of NCB nor will they indulge in any activity outside the terms of contractual assignment.
8. They will complete the assigned task within the stipulated period as per the requirements of their controlling officer.
9. They shall be bounded to hand over entire set of records of assignment to their controlling officer before expiry of the contract and before the final payment released by NCB.
10. The engagement as consultant can be terminated by NCB at any time without assigning any reason thereof by giving them 30 days' notice. However, in case consultant wishes to resign he/she will have to give 30 days' advance notice or remuneration in lieu thereof before resigning from the engagement.
11. Canvassing in any form and/ or bringing influence political or otherwise will be treated as a disqualification for the post.
12. Interim queries will not be entertained.

Interested retired eligible officers may submit their applications in enclosed format along with copy of PPO and last pay certificate to the following address within 10 days of issue of this circular. Incomplete application/received after due date will be rejected.

**Director General**