

No.12011/1/ 2025-Admn./NCVET/4005  
Government of India  
Ministry of Skill Development and Entrepreneurship  
National Council for Vocational Education and Training  
4<sup>th</sup> Floor, Kaushal Bhawan,  
Chanakyapuri, New Delhi-110023  
Dated: 29.07.2026

**VACANCY CIRCULAR**

**Subject:-Engagement of 01 Consultant (PA/PS) on contractual basis in NCVET - reg.**

The National Council for Vocational Education and Training (NCVET) under Ministry of Skill Development and Entrepreneurship invites applications for engagement as Consultant (PS/PA) on contractual basis from the retired Government Servants at the level of PPS/PS/PA from Central Government Ministries/Departments/State Government/ Autonomous bodies/ Regulatory Bodies. The details are as under:-

| Sl. No | Name of the Post   | No. of Post | Age limit (as on the last date of receipt of applications)                | Remuneration per month                                                            |
|--------|--------------------|-------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 1.     | Consultant (PS/PA) | 01          | Maximum age limit is 62 years as on last date of receipt of applications. | Remuneration as per GOI Rules viz. on pay minus pension basis at PPS/PS/PA level. |

**2. 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.

**3. 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.

(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) **Scope of Work/Job responsibility**

(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).

(v) 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.

(vi) No TA/DA would be admissible to him/her/them for joining the assignment or on its completion.

(vii) 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.

(viii) 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 authorized to know/have the same.

(ix) Paid leave of absence will be allowed at the rate of 1.5 days for each complete month of service. Accumulation of leave beyond a calendar year will not be allowed.

4. **How to apply:** Willing retired officials are requested to send their applications in the prescribed format (complete in all respects) along-with self-certified copy of PPO by **31-08-2026**. Applications without duly filled prescribed proforma and copy of PPO will not be considered for shortlisting.

5. Duly filled in applications may be sent by e-mail to: career.ncvet@gmail.com and the physical hard copy of application in the prescribed format may be forwarded to the Deputy Director (Administration), National Council for Vocational Education & Training, 4<sup>th</sup> Floor, Kaushal Bhawan, Chanakyapuri, New Delhi-110023, by the last date.

6. The last date of receipt of applications is **31.08.2026**.

  
29/07/26

(Deepak)

Deputy Director (Admin)