

ENAGAGEMENT OF SUBJECT SPECIALIST/EXPERT

Name of Post	Subject Specialist/Expert
No of Post	02
Essential Qualification	Superannuated at the level of not below Under Secretary or equivalent in the level 11 of pay matrix as per the 7 th CPC.
Nature of Engagement	Through Outsourcing agency
Selection procedure	Through interview, date of which shall be intimated through email.
Work Experience/Job Profile	Having good working computer knowledge and experience in Administration, Land Matters, Service Matters, Municipal Laws etc.
Period of engagement	The initial engagement as Subject Specialist/Expert would be for a period of one year, extendable by one year at a time subject to satisfactory performance assessed by Competent Authority.
Age Limit	a) Not more than 64 years. b) Not more than 04 years from the date of superannuation.
Remuneration	Rs. 60,000/-
Leave	Consultant will be eligible for 1 day leave for each completed month of service which may not be accumulated beyond a calendar year.
Working Hours	a) The Subject Specialist/Expert shall be required to observe the normal office timings between 9.30 am to 5.30 pm and may also be called upon to attend office beyond working hours and also on Saturday/Sunday or any other holiday, in case of exigencies of work. No extra remuneration shall be paid for extra hours/holidays.

	(b) He shall mark his attendance in Biometric Machine mandatorily, failing which, it may result in deduction of remuneration.
Nature of Duties	<p>a) To provide inputs/advice pertaining to administration, land matters, Service Matters, Municipal Laws etc.</p> <p>b) To attend meetings/VCs relevant to the works as assigned and submit report thereon.</p> <p>c) Any other task as assigned by the Competent Authority from time to time.</p>
How to Apply	Application to be sent on ceodelh-stats@nic.in alongwith relevant documents by 1730 hrs of 20.01.2024. The email must be sent with subject 'Engagement of Specialist/Expert'.

No. DCB/IT/SS/2024

Date: 05.01.2024

Sd/-
Chief Executive Officer
Delhi Cantonment Board