



दिल्ली छावनी परिषद
DELHI CANTONMENT BOARD
सदर बाजार, दिल्ली छावनी- 110010
Sadar Bazar, Delhi Cantt – 110010
हर काम देश के नाम



Tel. No.: 011-25693837, 25695450 ✉: ceodelh-stats@nic.in 🌐: www.delhi.cantt.gov.in

No.: DCB/Consultant

Date: 30 Sept, 2024

Engagement of a Consultant in Delhi Cantonment Board

Applications in the prescribed proforma (as per Annexure-I) are invited from eligible candidates for engagement of **01 (One)** Consultant in Delhi Cantonment Board, Delhi Cantt, as per details given below:

1. Name of the post : **Consultant in Delhi Cantonment Board, Delhi Cantt**
2. Period of Consultancy :
 - Initially for **01 (one) year**
 - The contract can be extended further depending on assessment of performance, mutual willingness and depending on the requirement. The contract may be terminated on one month's notice from either side or on payment of one month's pay in lieu thereof. Unauthorized absence may lead to termination of the engagement.
3. Nature of Duties :
 - The Consultant will be responsible for coordinating with the Central Govt and State Govt Ministries / Agencies in relation to functions of Delhi Cantonment Board.
 - The Consultant will be responsible to attend meetings in both physical as well as virtual mode with the Central Govt and State Govt Ministries / Agencies.
 - Any other duties assigned by Chief Executive Officer, Delhi Cantonment Board.
4. Job Location : Delhi Cantonment Board, Delhi Cantt.
5. Qualifications / Essential Criteria :
 - The Applicant should be an Indian national.
 - Applicant should be retired Indian Army officer of Colonel or Lt Colonel rank and should not have taken voluntary retirement.
 - Should have retired from Indian Army on or after 31.10.2020.

6. Remuneration & Entitlements

- : • Rs. 75,000/- per month (Consolidated).
- The engagement will be strictly contractual and will not confer any other benefits to the selected candidates.
- The consultant shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits or allowances available to the regular employees of Delhi Cantonment Board.
- No HRA or any other allowance shall be admissible.
- The engagement of the Consultant is on full time basis. Normal working hours will be from 0930 to 1800 hrs. Working hours is subject to change from time to time. Saturdays/Sundays will remain closed as weekend off. In exigencies, the Consultant may be required to work beyond office hours and/or on closed holidays. No extra allowance or remuneration for such work is admissible. The consultant shall not accept any other professional appointment, paid or otherwise during the term of engagement with Delhi Cantonment Board.
- Paid leave of absence may be allowed to the rate of 1 day for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed. Leave cannot be claimed as a matter of right. Leave will not be allowed for more than 5 days at a time. Discretion is reserved to the Chief Executive Officer to refuse or revoke leave in the public interest. Leave encashment will not be permissible on unspent leave. Unspent leave will lapse on commencement of notice period. No other leave of any kind shall be admissible. In case, the consultant remains absent from duty beyond entitled leave, a proportionate deduction from the consolidated fee as applicable will be made.
- In case the Consultant is required to travel as part of his duties, Delhi Cantonment Board will take care of his travel, accommodation and per-diem costs, as per Board's decision.
- The selected person will be required to enter into a contract with Delhi Cantonment Board w.e.f. from the actual date of engagement as Consultant.

7. How to apply

- : • The applicants who fulfil the eligibility criteria may submit application indicating their interest in working for Delhi Cantonment Board as per proforma at Annexure-I.
- Documents / certificates in support of educational qualifications, experience in Govt. service should be attached with the application.
- Applications along with supporting documents can be submitted to Delhi Cantonment Board through either of the following modes:
- OFFLINE MODE:- By registered post in an envelope labelled as “Application for the position of Consultant in Delhi Cantonment Board”. This is to be sent to the following address.

**The Chief Executive Officer,
Delhi Cantonment Board,
Sadar Bazar,
Delhi Cantonment -110011**

- ONLINE MODE:- Through email with the subject – “Application for the position of Consultant in Delhi Cantonment Board” clearly mentioning the name of the candidate and the position against which the application is being submitted. The email is to be sent to the following email address: ceodelh-stats@nic.in
- Delhi Cantonment Board will review the applications and shortlist the candidates for interview. The shortlisted candidates will be intimated by email.
- The date, time and venue of the interview will be conveyed through email at the email address provided by the applicants.
- Applicants will have to make their own arrangements to reach the place of interview.
- No TA/DA will be payable by Delhi Cantonment Board to Applicants for attending interview.
- The final selection will be based on their performance at the interview.
- The decision of Delhi Cantonment Board regarding selection of candidate will be final.

The last date for receiving applications is **10th October, 2024 (1730 hrs)**. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma as given in Annexure-I, are liable to be rejected and no correspondence shall be entertained in this regard.

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ANNEXURE-I

**APPLICATION PROFORMA FOR THE POST OF CONSULTANT
IN DELHI CANTONMENT BOARD, DELHI CANTT**

Paste your
passport size
photo here

1. Name :
2. Nationality :
3. Marital Status :
4. Father's Name :
5. Date of Birth :
6. Gender :
7. Educational Qualifications :
8. Mobile No. :
9. Email ID :
10. Address for Communication :

11. Details of employment in chronological order, if applicable. (*Enclose a separate sheet, if space below is insufficient*)

Department / Institution / Organisation	Post held	From	To	Emoluments	Nature of duties performed

12. Details of courses / training programs attended, if any:

13. Languages known :

14. Details of previous Consultancy, if any :

15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet or CV, if need be.

16. Remarks, if any :

(Signature of Candidate)

Date:

Place: