

SD-21/7/2018-IC
Government of India
Ministry of Skill Development & Entrepreneurship
(NSDF Division)

Dated 09.06.2026
Kaushal Bhawan, New Moti Bagh
New Delhi-110023

CIRCULAR

Subject: Engagement of a Consultant in the Ministry of Skill Development & Entrepreneurship – regarding.

The Ministry of Skill Development & Entrepreneurship, Govt of India invites application from willing and eligible Candidates for his/her engagement as Consultant on contractual basis in this Ministry for one post.

2. The engagement shall be initially for a period of one year, which may be extended or curtailed as per the requirement and satisfactory performance of the Consultant. The job location shall be in Kaushal Bhawan, New Moti Bagh, New Delhi-110023.
3. The detailed Terms and Conditions of the engagement are mentioned in Annexure-1
4. The Ministry of Skill Development & Entrepreneurship reserves the right to accept or reject in part or in full or all the responses without assigning any reason whatsoever. The engagement as consultant shall not be considered as a case of re-employment.
5. The interested persons must submit their application in the prescribe format (Annexure-II) as enclosed herewith to:-

Shri Chandra Deep Sharma, Under Secretary (NSDF), Ministry of Skill Development & Entrepreneurship, Govt of India, Kaushal Bhawan, New Moti Bagh, New Delhi-110023.

A copy may also be sent through e-mail ID at chandradeep.sharma@nic.in or ajay.yadav2060@gov.in followed by hard copy within the stipulated time.

6. The application should reach the Ministry of Skill Development & Entrepreneurship within 15 days of issuance of this vacancy circular, in the prescribed format. Applications received after due date/time and without supporting documents will not be considered.
8. Ministry/Departments are requested to give wide publicity in their respective Departments/Organization and Sub-Ordinance Offices.


(Chandra Deep Sharma)

Under Secretary to the Govt of India
Email Id: chandradeep.sharma@nic.in

To:

1. All Ministries/Departments of Government of India.
2. Department of Personnel & Training {CS-I (Coordination Division)}, Khan Market, New Delhi for uploading on its website for wide publicity.
3. DS, IT, Ministry of Skill Development & Entrepreneurship on Ministry of Skill Development & Entrepreneurship website.

Terms and Conditions

1. No. of personnel to be engaged: 01 (one) consultant

2. Qualification and Eligibility:

2.1 Chartered Accountant/Company Secretary with at least 5 years post qualification experience, preferably exposure to Government/ PSU/ Bank accounting system and audit knowledge (preferably CAG or CGA experience).

2.2 Must have very good working knowledge of computer (MS Office/MS Excel/MS Power Point/Internet/E-mail).

3. **General Terms and Conditions:**

- i. **Contract Period** – Initial contract would be for a period of 1 year that may be extended on year-to-year basis depending upon performance/ need of the NSDF.
- ii. **Remuneration** – The Consultants will be provided remuneration commensurate with the market levels subject to a maximum ceiling of Rs. 1,21,000-1,75,000 per month for Consultant (Finance & Accounting) excluding Taxes, if any. To draw the right candidate for the role and based on his/her suitability, the salary of the consultant may be fixed at 10% higher than his/her last pay drawn.
- iii. **Increment**– The annual increment shall be linked to performance and shall be considered based on the recommendations of the Performance Review Committee comprising the Chairman-NSDF, Chief Executive Officer (CEO)-NSDF and Director, NSDF. Based on the assessment of the individual's performance during the relevant review period, the Committee may recommend an annual increment of up to 10%.
- iv. **Leave** – The Consultants shall be eligible for 08 days leave in a calendar year. This leave will not be carried forward in case the engagement period is extended by this Ministry. Also, no payment in lieu of unutilized leave will be paid by this Ministry at the time of expiry of contact.
- v. **Headquarters** – Headquarters of Consultant will be at Delhi.

4. **Other Terms and Conditions:**

- i. The consultant will not be entitled for any kind of allowances and residential accommodation besides the remuneration (which is fixed). They will also not be entitled to telephone facilities, transport facilities, staff car from Central Government pool.
- ii. The engagement of the Consultant will be purely on contractual basis.
- iii. The Consultant (retired employee) shall continue to draw pension and dearness relief on pension, if, during the period of their engagement as Consultant.
- iv. The candidate will be required to sign a non-disclosure undertaking.

- v. The NSDF Trust may terminate the services of Consultant in case he/ she is unable to achieve the assigned works within the time-frame or the work assigned to him/ her is not satisfactory to the Trust or he/ she is found to be lacking in honesty and integrity.
- vi. The NSDF Trust shall also reserve the right to terminate the services of Consultant at any time without giving any notice and also without assigning any reason. The engagement of consultants will not confer any right on the part of individual for permanent appointment to the post.
- vii. In the event that a Consultant intends to resign or discontinue his/her engagement with NSDF, he/she shall be required to provide a written notice of at least three months in advance to enable a smooth transition and completion of assigned responsibilities.
- viii. The Consultant may be called in the office on Saturday, Sundays and other Gazette Holidays or may be asked to sit late in the office after office hours, in case of exigencies of work. No extra allowances will be permissible for the same.
- ix. The Consultant shall submit a Monthly Work Report to Performance Review Committee detailing the activities undertaken, assignments completed, key achievements, outputs delivered, and progress made against the assigned responsibilities during the preceding month.
- x. The Consultant shall furnish, at the time of engagement, a valid Medical Fitness Certificate issued by a registered medical practitioner, along with experience certificates, relieving certificates (where applicable), testimonials, and/or other relevant documents from previous employer(s) in support of his/her professional qualifications, experience, conduct, and suitability for the assignment.
- xi. No TA/ DA shall be admissible to the consultants for joining the assignment. However, they may be allowed TA for travel inside the country in connection with official work assigned to them on production of bills. No TA/ DA shall be admissible to the consultants for joining the assignment. However, they may be allowed TA for travel inside the country in connection with official work assigned to them on production of bills. The mode of travel will ordinarily be as per the HR policy of NIESBUD/IIE for contractual employees:
 - **Air Travel:** Economy Class by the shortest route for journeys where air travel is considered necessary and is approved by the Competent Authority.
 - **Rail Travel:** AC 2-Tier/AC Chair Car by the shortest route.
 - **Road Travel:** Hired vehicle, taxi, or bus, as approved by the Competent Authority, wherever considered appropriate.

5. Pre-defined Key Performance Indicators (KPI): The performance of the Consultant shall be assessed against the following Key Performance Indicators (KPIs), as applicable to the assignment:

- Achievement of assigned deliverables and milestones within stipulated timelines.
- Quality, accuracy, and completeness of reports, notes, presentations, and other outputs submitted.
- Timely submission of monthly progress reports and other assigned documentation.
- Contribution towards achievement of project/programme objectives and targets.
- Effectiveness in coordination with stakeholders, including Ministries, Departments, implementing agencies, and other partners.

- Responsiveness to assignments and adherence to directions issued by the Competent Authority.
- Ability to identify issues, propose solutions, and support effective decision-making.
- Compliance with organizational policies, confidentiality requirements, and professional standards of conduct.
- Attendance, availability, and timely completion of assigned tasks.
- Overall value addition to the functioning and objectives of NSDF.

Annexure-II

Application for engagement as Consultant on contract basis in Ministry of Skill Development & Entrepreneurship w.r.t. the Circular No. SD-21/7/2018-IC dated 09.06.2026.

Name	
Recent Passport size photograph	
Mother's/Father's/Husband's Name	
Date of Birth	
Address for Correspondence	
Permanent Address	
Contract No./Mob.No.	
Email ID	
Education/Technical Qualification (S)	
Details of Experience to be attached in proforma appended as "APPENDIX"	
Dated of retirement and name of the office where the officer was last working. Enclose the copy of PPO	
Details of present employment (wherever applicable)	
Special Achievement (if any) along with supporting documents.	
Any other relevant information (use a separate sheet, if necessary)	

The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure-I and they are acceptable to me. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of consultants. I also understand that action against me will be taken by the concerned authorities, if I am declared by them to be guilty of any type of misconduct mentioned herein.

Date:

Signature of the Applicant

Place:

APPENDIX**Details of experience**

Period	Name of Office/Organization	or Pay Band with Post, Remuneration Grade Pay/ Level Matrix, If applicable	Description of duties performed

Name/Signature:-

NON-DISCLOSURE UNDERTAKING

To,

The Under Secretary (NSDF)
Ministry of Skill Development & Entrepreneurship
Kaushal Bhawan, New Moti Bagh, New Delhi-110023.

Sir.

I hereby undertake:-

- To treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
- whatsoever including by means of reproduction either in physical, hardcopy.
- Not to sell, trade, publish or otherwise disclose to any one in any manner
- digital or in electronic format.
- To hold such confidential information in trust and confidence both during and after the terms of my engagement.
- Not to engage in any other employment/Occupation/Consultancy or any other activity during my engagement with Ministry of Skill Development & Entrepreneurship which would otherwise conflict with my obligations towards Ministry of Skill Development & Entrepreneurship.
- To abide by data security policy and related guidelines issued by Ministry of Skill Development & Entrepreneurship.
- Not to resort any corrupt practice in any aspect and at any stage during the tenure of engagement.
- To maintain highest standards of ethics & integrity during the period of engagement as Consultant.

2. In the event of my termination of employment for any records/materials, I shall promptly surrender and deliver to the Ministry of Skill Development & Entrepreneurship any records / materials, equipment, documents or data which is of confidential nature.

3. I shall keep Ministry of Skill Development & Entrepreneurship informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

5. For the purpose of this undertaking, Confidential Information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully

(Signature)

Name: ----

Address No.:----

Dated: -----

