

Most Immediate

File No. 11001/1/2026/Admn./NCVET/3069

Government of India

Ministry of Skill Development & Entrepreneurship
National Council for Vocational Education and Training
4th Floor, Kaushal Bhawan, Chanakyapuri, New Delhi - 110023

Dated 16-07-2026

To

Shri Parveen Tyagi,
Joint Director (Economic & Policy Wing),
Ministry of Skill Development & Entrepreneurship,
Kaushal Bhavan, New Moti Bagh,
New Delhi.

Subject: Uploading of Vacancy Circular in DoP&T's portal for engagement of Consultant – (Accounts / Finance) in National Council for Vocational Education & Training (NCVET), New Delhi on contractual basis

Sir,

I am directed to forward herewith NCVET's Vacancy Circular of even no. dated 16-07-2026 regarding engagement of Consultant (Accounts / Finance) in National Council for Vocational Education & Training (NCVET), New Delhi and to request to forward the same to DoP&T for uploading on their website for wide circulation and publicity.

Yours faithfully,

Deepak
16/7/26
(Deepak)

Deputy Director (Admn.)

Copy to :

- (i) Director (A&F), NCVET
(ii) Under Secretary(Estt.), MSDE

Pl. upload.
17/07/2026
IT support.
SO (Estt.) for record.

No.11001/1/ 2026-Admn./NCVET/3067

Government of India

Ministry of Skill Development and Entrepreneurship
National Council for Vocational Education and Training

4th Floor, Kaushal Bhawan,
Chanakyapuri, New Delhi-110023

Dated: 16-07-2026

VACANCY CIRCULAR

Subject: Engagement of Consultant (Accounts/ Finance) in NCVET on contractual basis-reg.

National Council for Vocational Education and Training (NCVET), under Ministry of Skill Development and Entrepreneurship invites applications from suitable candidates for engagement as Consultant - Accounts/Finance, from retired Govt servants (CDA pattern) who have retired at the level of Assistant Accounts Officer/Accounts Officer/ Senior Accounts Officer /Section Officer/ Under Secretary from Central Govt / State Govt. / Statutory/ Autonomous Organizations / Regulatory Authorities. The engagement will be purely on contractual basis but is likely to continue.

Sl. No	Name of the Post	No. of incumbents proposed to be empaneled	Age limit (as on the last date of receipt of applications)	Remuneration per month
1.	Consultant (Accounts/ Finance)	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.

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 - Accounts / Finance 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 to:**

- a. Process bill for payment
- b. Prepare cashbook, Bank reconciliation Statement, trial balance.
- c. Prepare balance sheet. Income/Expenditure A/C And Receipts & Payments A/C
- d. Do ledger reconciliation.
- e. Make sanction order of each payment.
- f. Make payment vouchers in tally and doing process of accounting.
- g. Maintain files (Original & Duplicate)
- h. Complete the income Tax Deduction and making all deduction amounts from the salary.
- i. Coordinate with internal auditors, CAG auditors and other department /offices related to Accounts matter.
- j. Handle budget related work.
- k. Put up bills on file.
- l. Maintain Registers viz:
 - o Expenditure Register
 - o Cheque Register.
 - o Re-imbursement of Medical Charges.
 - o Advance & Recover Register.
- m. Perform administrative tasks as needed
- n. Any other work assigned by the Competent Authority

(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.

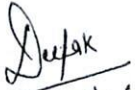
(viii) During the period of his/her assignment with the NCVET and also thereafter it is likely that they may come across certain information of important/confidential nature. They will not divulge any information gathered by them during the period of their assignment to anyone who is not authorized to 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) alongwith self-certified copy of PPO by the last day. Applications without duly filled prescribed proforma and copy of PPO will not be considered for shortlisting.

5. Duly filled in applications as per Annexure 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, Govt. of India, 4th Floor, Kaushal Bhawan, Chanakyapuri, New Delhi-110023, by the last date.

6. The last date of receipt of applications is 07.08.2026.


16/07/26
(Deepak)

Deputy Director (Admin)

Application for engagement of Consultant (Accounts/Finance) in NCVET

1.	Name in full (Block letters)					
2.	Father's name					
3.	Date of Birth					
4.	Details of educational qualifications possessed by applicant					
5.	Date of superannuation from Govt. Service					
6.	PPO no. (Please enclose photocopy) (only for pensioners)					
7.	Complete residential address					
8.	Office address at the time of retirement					
9.	Designation last held					
10.	Last pay drawn					
11.	E-mail ID					
12.	Mobile No.					
13.	Brief particulars of experience (Pl. enclose extra sheets if required)	Designation and place of posting	From	To	BP/GP/Pay Level/Mon	Nature of work
14.	Skills/training					

15. Additional relevant information, if any, in support of your suitability for the said engagement. (Attach a separate sheet, if necessary)	
16. Name of two references preferably from the organization in which worked along with designation, Address, contact no. & email	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was not held guilty in any Departmental inquiry nor convicted of any offence involving moral turpitude and I am medically fit to perform office work. I have read this document and am ready to accept all the terms and conditions for engagement of Consultant (Accounts/Finance)

Place:

(Signature of the candidate)

Date:

Government of India

Ministry of Skill Development & Entrepreneurship
National Council for Vocational Education and Training
4th Floor, Kaushal Bhawan, Chanakyapuri, New Delhi - 110023

Dated 16-07-2026

To

Shri Parveen Tyagi,
Joint Director (Economic & Policy Wing),
Ministry of Skill Development & Entrepreneurship,
Kaushal Bhavan, New Moti Bagh,
New Delhi.

Subject: Uploading of Vacancy Circular in MSDE's portal for engagement of one post of Consultant – (Accounts / Finance) in NCVET on contractual basis

Sir,

I am directed to forward herewith Vacancy Circular of even no. dated 16-07-2026 regarding engagement of Consultant – (Accounts / Finance) on contractual basis for uploading the same on the website of Ministry of Skill Development & Entrepreneurship.

2. It is requested that the aforesaid circular may please be uploaded on the MSDE's website at the earliest.

Yours faithfully,


(Deepak)

Deputy Director (Admn.)

Copy to :

- (i) Director (A&F), NCVET
- (ii) Under Secretary(Estt.), MSDE