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Admin-XII

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**CIRCULAR**

**Subject: Notification for Engagement of Retired Govt. Officer/Qualified Professionals as Project consultant on Contract Basis for Project Monitoring Cell (PMC) in the office of the CGDA at Palam Delhi Cantt- Regarding**

Office of the CGDA invites applications from the eligible applicants for engagement as Project Consultant for Project Monitoring Cell (PMC) purely on contractual basis for the period of 11 months from the date of engagement.

2. The Engagement may be extended thereafter on yearly basis maximum up to three years subject to satisfactory performance adjudged by the Competent Authority.
3. The details pertaining to Eligibility criteria, Job responsibilities, Monthly remuneration, Duties, Terms & Conditions, Application procedure and other details are enclosed as per Annexure – I. The CGDA reserves the right to accept or reject in part or in full or all responses without assigning any reasons whatsoever.
4. The job location shall be CONTROLLER GENERAL OF DEFENCE ACCOUNTS, Ulan Batar Road, Palam, Delhi Cantt.-110010.
5. Application as per format enclosed may be sent to:  
Sr. ACGDA(Admin)  
CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
Ulan Batar Road, Palam, Delhi Cantt- 110010.
6. The details may also be sent through e-Mail ID at [cgdaprojects.dad@hub.nic.in](mailto:cgdaprojects.dad@hub.nic.in) followed by hard copy within the stipulated time.
7. The last date for receipt of applications (filled in all respect), in the prescribed format as placed at Annexure-II, is 20.01.2026. Applications received after due date and without supporting documents will not be considered.

(Vinit Parashar)  
Sr. ACGDA (Admin)

**Terms & Conditions for Engagement of Retired Govt. Officer/Qualified Professionals as Project consultant on Contract Basis for Project Monitoring Cell (PMC) in the office of the CGDA at Palam Delhi Cantt.**

**A. Eligibility Conditions**

- i. Bachelor Degree in Civil Engineering from any recognized University with minimum 50% marks..
- ii. Experience (at least 3 years) of execution/supervision/preparation of DPR (Detailed Project Report) of civil engineering projects.
- iii. Experts with experience of working with/in CPWD, MES, PWD, NBCC and other Central works agencies are encouraged to apply.

**B. Age limit:**

Minimum 35 years and maximum 64 years on the closing date of the Advertisement/Notice.

**C. Charter of Duties:**

- i. Review and monitoring of projects for construction of office and residential accommodations across pan India which are currently on-going or under pipeline and yet to be sanctioned.
- ii. Scrutiny of documents viz specification of items of work/services along with quantity taken under the Approximate Estimates, Layout of projects, Design and Drawings, Engineering Appreciation received along with the proposals from field offices for sanction of the CFA.
- iii. To workout the strategies for implementation and routine supervision.
- iv. To devise a format for getting information pertaining to review of the physical as well as financial progress of the works at the site.
- v. To carry out field visits on direction of Competent Authority for verifying the work being executed quality control as per scope and specification laid down in the DPR.
- vi. To maintain record of work order of various works awarded by executing agencies to the contractor and record of list of contractors against each work.
- vii. Regular updation regarding progress of project and verification of progress through field visits.
- viii. To identify, projects that are facing risks of cost and time overruns.
- ix. Identify, analyse and follow up the risks related to execution of works in order to secure the development of the project.
- x. Coordinate with agencies, consultant & subcontractors and documenting any project issues / conditions.
- xi. Any other works assigned by Superior Authorities.

#### **D. Timing:**

The engagement of consultant would be on full time basis and shall have to work as per the working hours of this office. The consultant would be required to mark his attendance.

#### **E. Remuneration:**

- i. The monthly remuneration shall be governed as per Department of Expenditure, Ministry of Finance OM No. 3-25/2020/E-III A dated 09.12.2020 for retired Govt. servant engaged as consultant. The provision of reimbursement of TA/DA on tour shall be equivalent to similarly placed Govt. servant.
- ii. The Consultant will be paid a consolidated remuneration amount of Rs.72,704/- (Rs. Seventy Two Thousand Seven Hundred Four only) (Rs. 67592 + Rs. 5112 Transport Allowance), subject to deduction of TDS as applicable, per month. The fee will be paid in arrears on monthly basis after submissions of a pre-receipted bill.
- iii. Except the monthly fixed remuneration, the consultant is not entitled to any other allowances like House Rent, Medical Reimbursement, Residential Telephone, Leave Travel Concession (LTC) etc.
- iv. The amount of remuneration will be reduced pro-rata, for the days on which consultant would not be present beyond admissible leaves.
- v. For qualified professional TA/DA shall be admissible for their visit to other cities for carrying out site inspection or other related official work as assigned by the superior authorities as per entitlement applicable for Pay level 10 of 7 CPC.

#### **F. Mode of Selection:**

The selection of consultant will be conducted as per prevailing guidelines issued by DOE vide OM dated 09.12.2020, which has references to DoPTs relevant provisions in this regard. While engaging the man power, the relevant provisions of General Financial Rules 2017 would be duly taken into consideration.

Application received in response to advertisement will be scrutinized and shortlisted. The applicants will be called for Skill Assessment, a personal interaction and documents verification with original documents. Based on the qualification, experience & outcome of personal interaction, skill assessment, the candidate will be selected. The applicants meeting the requirement are requested to apply as per the proforma given in Annexure-II. No communication from the unsuccessful candidates will be entertained for their not being considered, shortlisted or not found suitable for final selection in the Department.

## **G. Powers:**

The Consultant shall not exercise any statutory, legal or financial powers.

## **H. Working facilities to be provided:**

Only the basic facilities/infrastructure will be provided to the consultant. No Transport and Telephone/Internet facility at Residence will be provided.

## **I. Confidentiality of date and documents:**

- i. The Consultant shall not utilize, publish or disclose any data or information or proceedings or part thereof gathered during the course of engagement, in any form, save with the express written permission of the Department. The provisions of the Official Secrets Act, 1923 as applicable to Government Servant shall apply to the Consultant so far as official communications and matters related thereof and consequential to the same are concerned.
- ii. Posting information on Social Media platforms pertaining to official engagement: The candidate selected for the job of consultant shall have to take abundant care not to misuse his official designation or post any information relating to his work responsibilities or any official information on the Social Media Platforms save with the express and written permission of the Department.

## **J. Proper handing over of official record/filed equipment on expiry of consultancy:**

At the time of termination of consultancy, all official records/documents/files and official equipment if provided like Desktop/Laptop/Reference Books etc. will be returned to the office by the Consultant.

## **K. Termination of Engagement:**

The Engagement of Consultant would be of a temporary nature against the task assigned and can be terminated at any time without assigning any reason or notice.

The O/o. the CGDA, Delhi Cantt may terminate the contract if:

- i. The Consultant is unable to handle and perform the assigned work well in time;
- ii. The quality of work is not to the satisfaction of Office.
- iii. The Consultant is found lacking in honesty and integrity.
- iv. Breach of any Clause of this order, as mentioned above and
- v. The Office reserves the right to terminate the contract at any time without notice.
- vi. If the Consultant wants to disengage himself, he/she may do so by giving thirty (30) days' notice in advance.

## **L. General Terms & Conditions:**

- i. The candidates applying as consultant must apply along with attested photocopies of certificates and post pay details drawn before retirement which will be got verified by this office.
- ii. The CGDA reserves the right not to fill up post advertised.
- iii. The engagement can be extended subject to the satisfactory performance of the consultant.
- iv. Consultant shall be eligible for 08 days leave in a calendar year on pro-rata basis. Therefore, a consultant shall not draw any remuneration in case of his/her absence beyond 08 days in a year (calculated on pro-rata basis): Also un-availed leave in a calendar year cannot be carried forward to next calendar year+15 days medical leave on calendar year.
- v. The engagement of consultant is of a temporary nature initial for eleven months and the engagement can be cancelled at any time by the department.
- vi. The consultancy is based in Delhi Cantt. in the Office of CGDA, Ulan Batar Road, Palam, Delhi Cantt-110010.
- vii. Absence of duty for a continuous period of 08 days without any information or any valid reason shall lead to automatic termination of engagement.
- viii. After selection of consultant the necessary agreement will be drawn with the candidate.
- ix. The conduct of the consultant shall be governed as per similar provision of prevailing CCS Conduct Rule.
- x. No Government vehicle shall be provided to the consultant. Transport Allowance will be given as per norms to retired government servant.

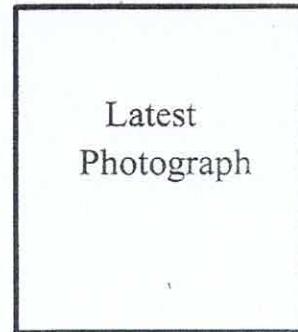
## **M. How to apply:**

Candidates willing to apply for the post of Part time Project Consultant through on the above terms and conditions may submit application as per the format provided at Annexure-II through e-Mail: [cgdaprojects.dad@hub.nic.in](mailto:cgdaprojects.dad@hub.nic.in) or through post to the Sr. ACGDA (AN), O/o the CGDA, Ulan Batar Road, Palam, Delhi Cantt.-110010 by 20.01.2026.

**PROFORMA FOR POST OF PROJECT CONSULTANT IN PROJECT MONITORING CELL (PMC) IN OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS, ULAN BATAR ROAD, PALAM DELHI CANTT**

Application for the post.....

1. Name of Candidate:
2. Date of Birth:
3. Gender:
4. Nationality:
5. Aadhaar Number:
6. Pan Card:
7. Address for Correspondence:
8. Permanent/Residential Address:
9. Phone number/Mobile:
10. Email ID:
11. Educational/Professional Qualifications \*(Along with self-attested copies of certificate):



S.No.	Qualification	Year of passing	University	Division /Grade/ Percentage	Percentage/any other information
1.	2.	3.	4.	5.	6.

12. Post from which Retired:
13. Date of Superannuation:
14. Pay Scale/Grade at the time of Retirement (Attach the copy of retirement order and PPO):
15. Name of department/company currently working and retired\*:
16. Details of past experience in the area of Execution /supervision /preparation of DPR of Public Works:

S.No.	Details of Works experience	Period		Place	Any other information
		From	To		
1.	2.	3.	4.	5.	6.

\*documents relating to experience may be enclosed.

17. Please attach your CV with emphasis on details of information sought in Para- 15 & 16 above:
  - (i) Please attach separate undertakings for the following:  
That the applicant has not been convicted or facing any criminal case.

That the applicant has not been convicted or facing any criminal case.

18. Any other information:

19. I hereby declare that:

- i. I have retired on superannuation from
- ii. I submit that there was no vigilance/disciplinary case pending against me.
- iii. I have never been convicted nor facing any criminal prosecution.
- iv. I hereby unconditionally agree to abide by the fee structure and other terms & conditions of the guidelines for appointment of Chief Consultant / Senior Consultant as amended from time to time by MHA.
- v. I hereby declare that I have never been debarred from any Government department/Central PSU from taking such type of assignment.
- vi. The information given above is true to the best of my knowledge & belief.

Enclosures:

- i. Work Experience
- ii. PPO
- iii. Educational Qualification
- iv. Aadhaar Card
- v. Pan Card
- vi. CV (Curriculum Vitae with latest photograph)

Date:

Place:

Signature

Name of applicant:

E-mail address:

Mobile no:

Note:-1. The downloaded application should be neatly filled/typed and shall be sent by email only to the Sr. ACGDA (Admin) O/o Controller General of Defence Accounts at the following email id:- [cgdaprojects.dad@hub.nic.in](mailto:cgdaprojects.dad@hub.nic.in) followed by sending the hard copy of the Form and documents.