



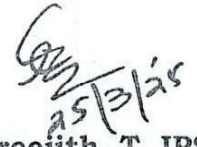
NATIONAL INVESTIGATION AGENCY
MINISTRY OF HOME AFFAIRS
GOVERNMENT OF INDIA
CGO COMPLEX, LODHI ROAD
NEW DELHI - 110 003
TELE NO. 011-24368800 & FAX NO. 011-24368801

NOTICE

Subject: - **Engagement of Retired officers as consultant on contract basis in the NIA.**

National Investigation Agency (NIA) vide circular No E-388/RPO-Contract/2025/005/NIA/4968 dated 25.03.2025 has invited applications from Retired Officers of Central and State Governments in the Pay Level of 7 to 11 for **'Walk-In-Interview' to be held on 30.04.2025 (Wednesday) from 10.00 AM** at NIA HQ, opposite CGO Complex, Lodhi Road, New Delhi for engagement of Retired officers as Consultant on contract basis in the NIA.

2. The complete details of engagement with eligibility and application form are available on NIA website (<https://www.nia.gov.in/recruitment-notice.htm>).


(Sreejith. T, IPS)
SP(Admin)
NIA HQ, New Delhi



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No E-388/RPO-Contract/2025/005/NIA/ 4068 Dated 25. March, 2025

C I R C U L A R

Subject: - **Engagement of Retired officers/officials as Consultant on contract basis in the NIA.**

National Investigation Agency (NIA) invites application from Retired Officers of Central and State Governments in the Pay Level of 7 to 11 (Inspector, Dy SP, Addl SP, Section Officer & Under Secretary) for '**Walk-In-Interview**' for engagement as Consultant on contract basis. The details / eligibility of engagement is as under: -

1	Designation	Consultant	
2	Tentative Number of Engagement	06 (04 Establishment / Admin Backgrounds and 02 Urdu language knowing)	
3	Period of Engagement	01 year with provision of extension maximum upto 05 years or the age of 65 years, whichever is earlier.	
4	Place of Posting	NIA HQ, New Delhi	
5	Remuneration per month	As per MHA OM dated 09.12.2020 remuneration will be fixed by deducting their basic pension from the last pay drawn at the time of retirement (last pay drawn - basic pension = remuneration). Allowances- a) 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	

		<p>exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.”</p> <p>b) No other facility and allowances/assistance like medical assistance, HRA, LTC etc., is applicable.</p>
6	Eligibility	<p>Pay Level 7 to 11 in the rank of Inspector, Dy SP, Addl SP, Section Officer & Under Secretary or equivalent level officers of Central Govt and State Govt.</p> <p>Desirable:</p> <p>i) Retired Government Officers having knowledge of Establishment and admin related work.</p> <p>ii) Retired Government Officers having knowledge of Urdu language.</p>
7	Age Limit	Below 65 years
8	Educational Qualifications	Graduate in any discipline from a recognized university.
9	Experience	Minimum 10 years' experience in handling of Establishment and Admin related work.
10	Nature of Duties	<ul style="list-style-type: none"> ➤ To give consultancy and support to Urdu language related matters in investigation. ➤ To give consultancy and support in matters related to Admin, Policy, Crime, Legal. ➤ Any other task assigned by the NIA
11	Office Timing and Working Day	<p>The consultant would follow working office hours from 09.30 AM to 06.00 PM, including half an hour lunch break in between or as may be directed by the controlling officer, during normal working hours.</p> <p>The Consultant would usually have to attend office from Monday to Friday but if required, he / she may be called for duty as per requirement</p>

		on any day such as Saturday, Sunday, holiday including Gazetted Holiday or beyond working hours without any extra remuneration / allowance.
12	Leave	<p>The Consultant will be eligible for 1.5 days leave for each completed calendar month of service. Accumulation of leave beyond a calendar year may not be allowed.</p> <p>Except the above leave, no any kind of other leave will be admissible. No remuneration for the period of absence in excess of the admissible leave will be paid to consultant.</p> <p>The Consultant shall not claim of leave as a matter of right.</p>
13	Assignment (s) other than NIA during the period of contract	The Consultant shall not take up any other assignment of any nature during period of engagement in NIA.
14	Conduct & Integrity	<p>The Consultant shall abide by the rules and provisions contained under the Central Civil Services (Conduct) Rules, 1964 and maintain discipline and absolute integrity in his / her conduct during the period of his / her engagement in NIA.</p> <p>The Consultant should maintain confidentiality / absolute secrecy of the work carried out by him / her. The Consultant shall be bound to hand-over the entire set of records of assignment to NIA before the expiry of the contract period and before the final payment is released by NIA.</p> <p>Consultant shall sign an agreement of confidentiality containing a clause on Ethics and Integrity.</p>
15	Termination of Engagement	The engagement shall automatically stand terminated at the end of the engaged period unless extended by the NIA, on mutual consensus by both the parties i.e. Consultant & NIA.

		<p>The contract may be terminated by giving fifteen days' notice by either side. In the event of premature termination of contract without advance notice of 15 days, an amount of remuneration equivalent to 15 days of Consultant's remuneration shall have to be given by NIA or to NIA by the Consultant as the case may be. In the event of termination of the agreement, the remuneration will be paid on pro-rata basis as per attendance during the notice month.</p> <p>Brief ground of pre-mature termination of contract of consultancy service is as under: -</p> <p>(a) The Consultant is unable to address the assigned works;</p> <p>(b) Quality of the assigned works is not to the satisfaction of NIA;</p> <p>(c) The Consultant fails in timely achievement of the target as finally decided by NIA;</p> <p>(d) The Consultant is found lacking in honesty and integrity;</p> <p>(e) If any declaration / information furnished by the Consultant is found false or material facts found to be willfully suppressed, he / she will be liable for termination of contract raising any administrative and / or legal action, as NIA may deem fit.</p> <p>(f) The termination of contract must be got approved by the competent authority of NIA after obtaining proper "No Objection" and "No Dues" Certificate from all officers concerned of NIA.</p> <p>(g) The termination will be without prejudice to either party's rights accrued before termination.</p>
16	How to Apply	<p>All interested applicants may appear for 'Walk-In-Interview' at NIA HQ, CGO Complex, Lodhi Road, New Delhi <u>on 30.04.2025 (Wednesday) at 10.00 AM</u> along with filled up proforma (available with this advertisement – Annexure-I) and with supportive documents in original and one set of self-attested photocopy of following documents -</p> <p>➤ For retirement proof- a copy of PPO</p>

		<ul style="list-style-type: none"> ➤ Educational certificate in support of graduation or higher qualification ➤ Work experience Certificate, if any ➤ Last Pay Certificate issued by concerned department at the time of retirement.
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2. The above said engagement **is purely temporary and on contract basis**. NIA has right to accept or reject in part or in fully any or all the response without assigning any reasons whatsoever.

3. Application proforma for engagement in NIA as Consultants on contract basis in the NIA is attached as **Annexure-I**.

Sreejith T
25/3/25

(Sreejith. T, IPS)

SP(Admin)

NIA HQ, New Delhi

Annexure-I**Application for engagement in the NIA as Consultant
on contractual basis**

(i)	Name in full (Block Letters)				
(ii)	Father's / Husband's Name				
(iii)	Date of Birth				
(iv)	Date of Superannuation from Govt. Service				
(v)	Educational Qualifications				
(vi)	Complete Residential Address				
(vii)	Telephone / Mobile No.				
(viii)	E-mail ID				
(ix)	Position held since entry into service				
(x)	Last pay drawn (Copy of LPC and PPO)				
(xi)	Pension drawn				
(xii)	Aadhar No				
(xiii)	Organization where served and designation	Rank	From	To	Nature of work performed
a					
b					
c					
(xiv)	Additional relevant information, if any, in support of your suitability for the said engagement. Attach a separate sheet, if necessary				

Declaration

I, solemnly declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect/ incomplete or ineligibility being detected at any time before or after selection / interview, my candidature is liable to be rejected and I shall be bound by the decision of NIA. I have read the guidelines and ready to accept all the terms and conditions for engagement.

Place:

Date:

(Name & Signature of the candidate)