
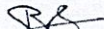
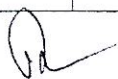

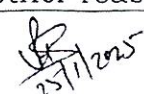


Terms of Reference for engaging Consultant(Administration)

1	Name of Post	:	Consultant (Administration) – 01 post
2	Period of engagement	:	Initially for 01 (one) year The contract could be extended further depending on assessment of performance, mutual willingness and depending on the requirement.
3	Nature of engagement	:	The engagement will be purely on contractual basis and the Council reserves the right to terminate the same at any time without prior notice and without assigning any reason whatsoever with immediate effect without remuneration or notice period on grounds of proven misconduct. However, in the normal course the contractual employee shall be served one month's notice before termination of the contract or one month's pay in lieu of the notice period.
4	Scope of duties	:	1. Assistance in Establishment, personnel&vigilance matters; 2. Matters related to procurement of goods &services including GeM portal; 3. Matters related toimplementation of Act; 4. Handling all matters relating to contractual services; 5. Preparation of Annual Report and laying of the same in the Parliament; 6. Maintenance of the RCI building & AMCs and renovation; 7. Preparation of RFP & Tender documents; 8. Parliament/legal matters; 9. Replies to Audit para, Budget & Grant-in-Aid; 10. Any other duties assigned by the higher authority.
5	Job Location	:	Rehabilitation Council of India, New Delhi


08/11/2025

6	Eligibility, Educational Qualifications, experience and age limit	:	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. Graduate in any stream. 2. Officer should have retired from the post of Section Officer/Under Secretary/Deputy Secretary or equivalent from the Central Government/Statutory Body/Autonomous Body/Central University/Institutes of National importance/Research Institutes etc. 3. Minimum five years of experience in administration, accounts and establishment matters <p>Age limit: Not more than 63 years.</p>
7	Remuneration	:	A fixed monthly amount shall be admissible, arrived at by deducting the basic pension at the time of retirement as per Ministry of Finance, Deptt. of Expenditure OM No. 3-25/2020-E.IIIA dated 9 th December, 2020. The amount of remuneration so fixed shall remain unchanged during the contract period and there would be no annual increment/percentage increase / Dearness allowances during the contract period.
8	Allowances	:	The contractual employee will not be entitled to any other allowances.
9	Leave	:	The contractual employees shall be entitled 1.5 days of leave for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed as per Ministry of Ministry of Finance, Deptt. of Expenditure OM dated 9 th December, 2020.
10	Termination of contract	:	<p>The Council reserves the right to terminate the contract at any time in case:</p> <ol style="list-style-type: none"> a) The contractual employee is unable to satisfactorily complete the assigned tasks; b) The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause; c) The contractual employee is absent from duty without authorization; d) The Council chooses not to renew the contract at the end of the initial period of engagement; e) Any other reason.

11	Requirement of prior notice	:	In case the contractual employee seeks termination of the contract before the expiry of period of engagement, he / she can do so upon giving 30 days' notice to the Council or one month's salary in lieu of the notice period. However under special circumstances the notice period can be relaxed by the appointing authority.
12	Confidentiality clause	:	<p>a) During the period of engagement with the Council, the contractual employee would be subject to the provisions of the Official Secret Act, 1923 and shall not divulge any information that he/she may have come across during the period of his/her engagement in the Council to anyone who is not authorized to have the same.</p> <p>b) The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him/her. These secrecy and confidentiality shall be maintained even after the termination of the contract.</p> <p>c) The contractual employee shall, in no case, work for or represent in court or before any other legal authority, tribunal etc. or give opinion/ advice to any person other than the Council on any matter during the period of his / her engagement with the Council.</p>
13	Conflict of interest	:	The contractual employee shall be expected to follow the general conduct rules and regulations laid down by the Government for the employees. In case the services of the contractual employee are not found satisfactory or found in conflict with the interest of the Government functioning. His/her duties are liable to be terminated/ discontinued without assigning any reason thereof.
14	Working hours	:	The contractual employee shall endeavour to observe normal office timings and may also be called upon to attend the office on Saturday, Sunday or any other holiday in case of requirement/exigencies. In case of leave or any exigency, the contractual employee shall notify the Council promptly

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**Terms of Reference for engaging Consultant(Programme)&
Consultant (Academics)**

1	Name of Post	:	Consultant (Programme) – 01 post Consultant (Academics) – 01 [post
2	Period of engagement	:	Initially for 01 (one) year The contract could be extended further depending on assessment of performance, mutual willingness and depending on the requirement.
3	Nature of engagement	:	The engagement will be purely on contractual basis and the Council reserves the right to terminate the same at any time without prior notice and without assigning any reason whatsoever with immediate effect without remuneration or notice period on grounds of proven misconduct. However, in the normal course the contractual employee shall be served one month's notice before termination of the contract or one month's pay in lieu of the notice period.
4	Scope of duties	:	1. Development of training programs&course curriculum; 2. Conduct of Certificate & Diploma level examinations and declaration of result; 3.Recognition of institutions; 4. Publications& research; 5. Implementation of NEP 2020;government projects & schemes; 6. Continuing Rehabilitation Education Programmes; 7. Correspondence with NCTE, UGC and other government departments; 8. Any other duties assigned by the higher authority.
5	Job Location	:	Rehabilitation Council of India, New Delhi
6	Eligibility, Educational Qualifications, experience and age limit	:	Essential Qualifications: 1. Graduate in any stream. 2. Officer should have retired from the post of Section Officer/Under Secretary/Deputy Secretary/ Assistant Professor/ Lecturer

			<p>or equivalent from the Central Government/Statutory Body/Autonomous Body/Central University/Institutes of National importance/Research institutes etc.</p> <p>3. Candidates having experience and knowledge of development of training programs & course curriculum, implementation of NEP 2020, conduct of examinations etc. will be preferred.</p> <p>Age limit: Not more than 63 years.</p>
7	Remuneration	:	<p>A fixed monthly amount shall be admissible, arrived at by deducting the basic pension at the time of retirement as per Ministry of Finance, Deptt. of Expenditure OM No. 3-25/2020-E.IIIA dated 9th December, 2020.] The amount of remuneration so fixed shall remain unchanged during the contract period and there would be no annual increment/percentage increase / Dearness allowances during the contract period.</p>
8	Allowances	:	<p>The contractual employee will not be entitled to any other allowances.</p>
9	Leave	:	<p>The contractual employees shall be entitled 1.5 days of leave for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed as per Ministry of Ministry of Finance, Deptt. of Expenditure OM dated 9th December, 2020.</p>
10	Termination of contract	:	<p>The Council reserves the right to terminate the contract at any time in case:</p> <ul style="list-style-type: none"> a) The contractual employee is unable to satisfactorily complete the assigned tasks; b) The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause; c) The contractual employee is absent from duty without authorization; d) The Council chooses not to renew the contract at the end of the initial period of engagement; e) Any other reason.

25/01/2025

11	Requirement of prior notice	:	In case the contractual employee seeks termination of the contract before the expiry of period of engagement, he / she can do so upon giving 30 days' notice to the Council or one month's salary in lieu of the notice period. However under special circumstances the notice period can be relaxed by the appointing authority.
12	Confidentiality clause	:	<p>a) During the period or engagement with the Council, the contractual employee would be subject to the provisions of the Official Secret Act, 1923 and shall not divulge any information that he/she may have come across during the period of his/her engagement in the Council to anyone who is not authorized to have the same.</p> <p>b) The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him/her. These secrecy and confidentiality shall be maintained even after the termination of the contract.</p> <p>c) The contractual employee shall, in no case, work for or represent in court or before any other legal authority, tribunal etc. or give opinion/ advice to any person other than the Council on any matter during the period of his / her engagement with the Council.</p>
13	Conflict of interest	:	The contractual employee shall be expected to follow the general conduct rules and regulations laid down by the Government for the employees. In case the services of the contractual employee are not found satisfactory or found in conflict with the interest of the Government functioning. His/her duties are liable to be terminated/ discontinued without assigning any reason thereof.
14	Working hours	:	The contractual employee shall endeavour to observe normal office timings and may also be called upon to attend the office on Saturday, Sunday or any other holiday in case of requirement/exigencies. In case of leave or any exigency, the contractual employee shall notify the Council promptly

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08/11/2025

