

31-01-2026 NBT  
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# STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING

(An Autonomous Organisation of Education Department of GNCTD)  
VARUN MARG, DEFENCE COLONY, NEW DELHI-110024

**Advt. No. 01/2026**

Applications are invited from retired /Ex-Serviceman candidates for engagement of Consultants in different disciplines on contractual basis for the following posts:

1. Consultant (Section Officer (Estate/Civil Work/EPF Work/Litigations) - 05 Posts
2. Consultant (Asstt. Accounts Officer) - 05 Posts
3. Consultant (ASO) - 05 Posts,
4. Consultant (Sr. Assistant) - 10 Posts

Interested candidates may apply in the prescribed manner within the stipulated time. Detailed terms & conditions, application forms are available on the official website [www.scertdelhi.nic.in](http://www.scertdelhi.nic.in).

Application must be submitted only in prescribed format at dedicated email ID [recttscert@gmail.com](mailto:recttscert@gmail.com) with the subject as "Application for Consultant \_\_\_\_\_ (Discipline) from Sh./Smt. \_\_\_\_\_." Hard copy of the same must also be submitted to

Director, SCERT, Varun Marg Defence Colony, New Delhi 110024.

The last date for receipt of applications is 20.02.2026. Application(s) received after due date, for whatever reason, shall not be entertained under any circumstances.

DIP/Shabdarth/Classified/0426/25-26

Sd/-  
Director, SCERT

New Delhi

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**Director, SCERT**

Director  
State Council of Education Research & Training  
(Govt. of NCT of Delhi)  
Varun Marg, Defence Colony, New Delhi-110024

**STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING**  
**(An Autonomous Organisation of Education Department of GNCTD)**  
**VARUN MARG, DEFENCE COLONY, NEW DELHI-110024**

**Sub:- Recruitment Notice: Engagement of Retired Personnel on Contract Basis**

SCERT Delhi, is a premier Autonomous Body of the Govt. of NCT of Delhi. In pursuance of the recommendations of NPE, 1986 and its Programme of Action, the State Council of Educational Research & Training (SCERT), Delhi was established as an autonomous organization for providing academic resource support in improving the quality of school education in Delhi. At present, nine District Institute of Education and Training, located in 9 Districts of Delhi, are functioning under the overall guidance of State Council of Educational Research & Training.

Director SCERT invites applications from Dynamic, Result Oriented and Dedicated retired Officers/Officials/Ex-Serviceman from Central/State Govt./Autonomous Organisation/Universities etc for filling up of following positions purely on contract basis, initially for one year extendable as per requirement on year-to-year basis, subject to their satisfactory work performance.

**Positions Available**

| S.No. | Name of the posts                                | No. of Posts |
|-------|--------------------------------------------------|--------------|
| 1.    | Consultants (Estate/ Civil/ Electrical/ EPF /Law | 05           |
| 2.    | Consultant (Asstt. Accounts Officer)/AO*         | 05           |
| 3.    | Consultant (ASO)                                 | 05           |
| 4.    | Consultant (Sr. Asstt)                           | 10           |
|       | Total                                            | 25           |

(\*) Subject to availability of posts/Vacancy.

**1. Consultants(ASO) /(Sr. Asstt.)**

- **Target Candidates:** Retired personnel who served as Assistant Section Officer or Senior Assistant or held equivalent posts with a Level 7 to Level-4 pay scale respectively.
- **Qualifications:** Graduate with Extensive experience in administrative and establishment matters, including noting, drafting, and managing office correspondence.
- **Desired Skills:** Proficiency in computer applications such as MS Office, e-office, and email.

**2. Consultants(Section Officer (Estate)/Civil work/EPFO work/Litigations) etc.**

- **Target Candidates:** Retired personnel/Ex-serviceman, with prior experience in Estate management, facility, or building administration, Civil Work/EPF Work/Litigations etc
- **Qualifications:** Graduate with Experience in the management of properties, infrastructure, Litigation, EPF work and General administration.



- **Desired Skills:** Knowledge of relevant government rules (like GFR) and building management practices/Building Bye-laws.

### 3. Consultants (Assistant Account Officer)/AO\*

- **Target Candidates:** Retired Accounts Officer/Asstt. Accounts Officer from PWD, PSUs, GNCTD or other government departments.
- **Qualifications:** Graduate with SAS Qualification and having Experience in Govt. Accounting/Budgeting/ Cashbook-ledger maintenance etc in a govt organisation.

### General Eligibility Conditions

- **Minimum Qualification:** All applicants must hold a Graduation degree from a recognized university.
  - **Service Background:** Applicants must have retired from government department, public sector undertaking, or defence service or autonomous bodies and who are drawing pension under CCS(Pension) Rules 1972 as amended from time to time.
  - **Pay Level:** Candidates must have retired from a post carrying a pay level equivalent to or identical with the specified roles (e.g., L-7 to L-4).
  - **Age Limit:** The maximum age for applicants is **62 years** as of the closing date of the application.
  - **Contractual Basis:** The engagement will be purely on a contractual basis for an initial period of one year, extendable based on performance and organizational requirements.
1. **Remuneration:** - The Consultant shall be paid a **consolidated remuneration worked out as last pay minus basis pension plus DA at the applicable rate**. The remuneration is **inclusive of all allowances**.

Consultant shall **not** be entitled to, House Rent Allowance, Leave Travel Concession, pension, or gratuity, reimbursement of Call charges, residential telephone/mobile, transport facility etc. Further, no Govt. vehicle shall be provided to the consultants. No TA/DA shall be admissible to for joining or on completion the assignment. No foreign travel shall be allowed at Govt. expanses. Statutory deductions such as TDS or contributions mandated by law shall apply and shall be recoverable from person so appointed The Consultant shall **not** be entitled to Government residential accommodation or HRA in lieu thereof.

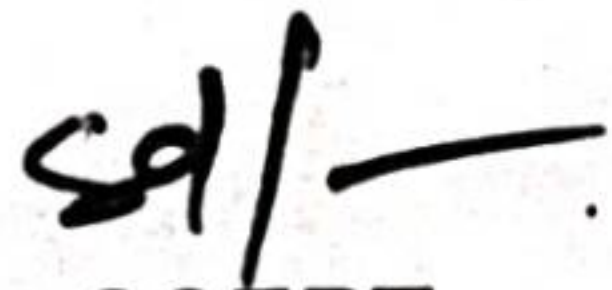
Payment shall be subject to satisfactory attendance and certification by the controlling officer. Where the pay of any retired employee is revised retrospectively, thereby fixing higher pay, no arrears on account of revision of pay/pension shall be admissible. No other remuneration, whatsoever of kind it may be, shall be admissible. Detailed Terms& Conditions of appointment shall be executed separately.

Those who are interested, may please apply in the prescribed form and send their application alongwith copies of certificates/degree of all the

Educational Qualifications, Experience, Pension Payment Order, Superannuation order etc, by the due last date indicated in the advt.

The soft copy of the applications also needs to be sent on dedicated email ID recttscert@gmail.com.

**Applications received after last date or applications received in the format other than prescribed format, shall be liable to be rejected.**

  
(Director, SCERT)



# STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING

(An autonomous organization of Education Deptt, Govt. of NCT of Delhi)

VARUN MARG, DEFENCE COLONY, NEW DELHI 110 024.

## Terms and Conditions of Contract Employment For engagement of Consultant in State Council of Educational Research & Training, Delhi – SCERT)

### 1. Nature of Appointment

The appointment of [Name of Consultant] as [Designation] in the State Council of Educational Research & Training (SCERT) is purely on a contractual basis for a specific period. It does not confer any right to claim regular appointment, absorption, or continuation in service under GNCTD. The service rendered on this contract shall not count for seniority, pension, or any other service benefit.

### 2. Period of Contract

1. The contract shall be initially for a period of [duration, e.g., 12 months], from [start date] to [end date], unless terminated earlier as per these terms.
2. The period may be **extended or curtailed** at the discretion of the Competent Authority of SCERT depending upon:
  - o Administrative requirement.
  - o Satisfactory performance of the Consultant; and depending upon specific job and time frame for its completion.
  - o Availability of sanctioned posts/funds and compliance with GNCTD renewal directions.
  - o The total period of engagement as consultant should not exceed 05 year or till 65 years of age, whichever is earlier.
3. No automatic renewal shall arise from this engagement.
4. Engagement of retired Government Servant shall be on fulltime basis and they will not be permitted to undertake any other assignment during the period of consultancy.

### 4. Remuneration and Entitlements

1. The Consultant shall be paid a **consolidated remuneration worked out as last pay minus basis pension plus DA at the applicable rate.**
2. The remuneration is **inclusive of all allowances.** Consultant shall not be entitled to, House Rent Allowance, Leave Travel Concession, pension, or gratuity, reimbursement of Call charges, residential telephone/mobile, transport facility etc. Further, no Govt. vehicle shall be provided to the consultants.
3. No TA/DA shall be admissible to for joining or on completion the assignment. No foreign travel shall be allowed at Govt. expenses.
4. **Statutory deductions** such as TDS or contributions mandated by law shall apply and shall be recoverable from person so appointed.
5. The Consultant shall **not** be entitled to Government residential accommodation or HRA in lieu thereof.
6. Payment shall be subject to satisfactory attendance and certification by the controlling officer.

### 5. Duties and Responsibilities

1. The Consultant shall perform such duties as assigned by the Director/Head of SCERT or the officer-in-charge, including academic, administrative, training, or research tasks.



2. The nature of duties, reporting officer, or work location may be altered as per administrative need.
3. The Consultant shall observe official decorum, discharge functions diligently, and uphold the interests of SCERT and GNCTD. Any act done by the appointed person which amounts to prejudicial to the interests of SCERT/DIETs, shall be liable the said person removal from service without assigning any reason thereof and decision of SCERT shall be final in this regard.

## 6. Working Hours and Attendance

1. The Consultant shall follow the **official working hours** of SCERT, generally from **9.30 AM to 6.00 PM** (Monday to Friday), and on Saturday Sunday if required in office exigency
2. Attendance shall be marked daily (manual or biometric).
3. Unauthorized absence shall result in deduction of remuneration or termination, as applicable.

## 7. Leave Entitlement

1. The Consultant shall be entitled to 08 days **Casual Leave** in a calendar year on pr-rata basis. No remuneration for remaining absent for more than 8 dyas in a calender year shall be admissible. The casual leave so earned can be accumulated but, no CL for more than three days at a time, shall be allowed.
2. No other kind of leave (earned, half-pay, medical, or study leave) shall be admissible.
3. Leave not availed shall not be carried forward or encashed.
4. Absence without permission beyond permissible leave shall be treated as unauthorized and may lead to termination.

## 8. Confidentiality and Official Conduct

1. The Consultant shall maintain **strict confidentiality** of all official data, documents, and information acquired during service.
2. Any breach shall be treated as misconduct and may attract legal and disciplinary action under the **relevant rules and Laws in force from time to time..**
3. The Consultant shall adhere to the principles of conduct applicable to Government Consultants under the **Central Civil Services (Conduct) Rules, 1964**, as adopted by GNCTD.

## 9. Code of Conduct and Discipline

The Consultant shall:

- Maintain punctuality, integrity, and discipline.
- Not take up any private employment, consultancy, or business during the contract period.
- Not participate in political activities or union matters.
- Abide by all lawful directions of the Competent Authority.
- Refrain from any conduct detrimental to SCERT's interests.
- Shall not leave station without the prior written permission of the competent authority.

The Violation of any of these norms shall be treated as misconduct warranting termination.

## 10. Termination of Contract



**1. By Either Party:**

Either party may terminate this contract by giving **one month's written notice** or remuneration in lieu thereof.

**2. By SCERT Without Notice:**

The contract may be terminated immediately in case of:

- Misconduct, negligence, insubordination, or breach of confidentiality.
  - Unsatisfactory performance.
  - Absence without authorization for more than **3 days**;
  - Suppression or misrepresentation of facts.
  - Withdrawal or non-sanction of post/funds by Competent authority.
3. Upon termination or expiry, the Consultant shall surrender all Government property, files, records, and identification cards.

**11. Renewal or Extension**

Renewal or extension of this contract shall be **entirely at the discretion** of the Competent Authority of SCERT and subject to administrative exigency, satisfactory performance, and adherence to relevant orders.

**12. No Claim for Regularisation**

1. The contractual appointment under SCERT, shall **not confer any claim** or right for regular appointment, absorption, or promotion.
2. The period of engagement shall **not count** towards seniority or pension.

**13. Liability and Jurisdiction**

Any dispute arising from this contract shall be subject to the **exclusive jurisdiction of the courts at Delhi** and governed by the **laws of India** and relevant GNCTD service instructions.

**14. Acceptance**

These terms and conditions shall take effect upon signing by both parties.

**For and on behalf of State Council of Educational Research & Training (SCERT)  
Government of NCT of Delhi**

(Authorized Signatory)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**Accepted and Agreed by the Contract Consultant**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_



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VARUN MARG, DEFENCE COLONY, NEW DELHI-110024

**Sub:- Recruitment Notice: Engagement of Retired Personnel on Contract Basis**

**APPLICATION FORM**

(For Office Use Only)

**Application No.:** \_\_\_\_\_ **Date of Receipt:** \_\_\_\_\_

**Post Applied For** \_\_\_\_\_

(One candidate can apply to one post only).

**1. Personal Details**

**Particulars**

**Details**

Name (in BLOCK letters)

\_\_\_\_\_

Father's / Husband's Name

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

Date of Retirement: \_\_\_\_\_

Age as on Date of Application

\_\_\_\_\_ Years \_\_\_\_\_ Months.

Gender

☐ Male ☐ Female ☐ Other

Nationality

\_\_\_\_\_

Category

☐ UR ☐ SC ☐ ST ☐ OBC ☐ EWS ☐ PwD

Permanent Address

\_\_\_\_\_  
\_\_\_\_\_

Correspondence Address

\_\_\_\_\_  
\_\_\_\_\_

Mobile No.

\_\_\_\_\_

Alternate Mobile No.

\_\_\_\_\_

Email ID

\_\_\_\_\_

## 2. Educational Qualifications

(Attach self-attested copies)

| Examination                             | Board / University | Year of Passing | % Marks / Grade | Subjects |
|-----------------------------------------|--------------------|-----------------|-----------------|----------|
| 10th / Matric                           |                    |                 |                 |          |
| 12th / Sr. Secondary                    |                    |                 |                 |          |
| Graduation                              |                    |                 |                 |          |
| Post-Graduation                         |                    |                 |                 |          |
| Professional / Technical Qualifications |                    |                 |                 |          |

## 3. Experience Details

(Start from latest; attach copies of supporting documents)

| Organisation | Designation Held | From | To | Total Period | Nature of Work / Responsibilities |
|--------------|------------------|------|----|--------------|-----------------------------------|
|              |                  |      |    |              |                                   |
|              |                  |      |    |              |                                   |
|              |                  |      |    |              |                                   |
|              |                  |      |    |              |                                   |
|              |                  |      |    |              |                                   |

## 4. Additional Information (if any)

Computer Knowledge

\_\_\_\_\_

Knowledge of Govt. Rules /  
PFMS / GeM / Establishment  
/ Accounts (if applicable)

\_\_\_\_\_

Retired from Govt. Service  
(Yes/No)

☐ Yes ☐ No

If Yes, Last Post Held &  
Office

\_\_\_\_\_

Date of Retirement

\_\_\_\_\_

PPO No.

\_\_\_\_\_ (Attach Copy)

\_\_\_\_\_

## Declaration

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I understand that mere submission of the application does not guarantee engagement and that the contractual/outourced engagement is purely temporary and can be terminated at any time without assigning any reason.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Applicant

## For Office Use Only

Particulars

Remarks

Application Complete / Incomplete ☐ Complete ☐ Incomplete

Eligibility

☐ Eligible ☐ Not Eligible

Verified by

\_\_\_\_\_

Remarks

\_\_\_\_\_