

**GOVERNMENT OF INDIA  
NATIONAL COMMISSION FOR MINORITIES**

1<sup>st</sup> Floor, Block No.14,  
CGO Complex, Lodhi Road,  
New Delhi-110003  
WEBSITE : <http://ncm.nic.in>

F. No. 8-8/2023-Estt.

Dated : 08.08.2023

Subject : **Engagement of Research Consultant in National Commission for Minorities.**

The National Commission for Minorities invites applications for engagement of Research Consultant in National Commission for Minorities on contract basis initially for period of six months which can be extended from time to time for its various operations depending upon the requirement of the office. The terms & conditions governing the engagement can be downloaded from the website of NCM [www.ncm.nic.in](http://www.ncm.nic.in). The last date for submission of applications along with complete CV and other requisite documents will be 45 days from date of publication of the advertisement in Employment news.



(Suman Kumar)

Under Secretary to the Govt. of India  
Tele.: 24366174

F.No.8-8/2023-Estt.  
Government of India  
National Commission for Minorities

1<sup>st</sup> Floor, Block No.14,  
CGO Complex,  
New Delhi-110003  
Dated : 8<sup>th</sup> August, 2023

**Subject: Engagement of Research Consultants in National Commission for Minorities-reg.**

Applications are invited from eligible persons of Recognised Research Institutions/Universities for engagement of Research Consultants for notified Minority communities viz. Sikhs, Muslims, Christians, Buddhists, Parsis and Jains in National Commission for Minorities, on purely contractual basis from amongst professionals with the eligibility conditions prescribed below:

2. The terms and conditions of engagement shall be as under:

A. Number of Research Consultants to be engaged- 6 (one for each of the Minority communities viz. Sikh, Muslim, Christian, Buddhist, Parsi and Jain)

B. Eligibility conditions  
Educational qualifications

(i) Essential

Post graduate in any social science discipline with minimum 55% marks and NET/SLET/M.Phil/Ph.D

(ii) Desirable

(a) Ph.D/Post graduation in sociology comparative religions.

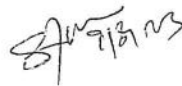
(b) Work Experience

3 years experience of research work in any govt./private institution of repute.

C. Scope of Work

The Research Consultants shall be working under the direct supervision of Chairman, Vice Chairman and Members of the Commission and shall perform all such academic and research work as assigned to them which will include:

- (i) To conduct study and research on topics allotted to them and prepare a report for submission to the NCM.
- (ii) To search out reports and references, case laws, articles, papers and other relevant material in discharge of their work.
- (iii) Preparation of study materials
- (iv) Any other work assigned to them in discharge of their duties.



**D. Period of Engagement**

The Research Consultant(s) shall be engaged initially for a period of six months, which may be extended subject to satisfactory performance and further requirement of task assigned. Their services shall be terminated without notice in case the performance is found to be unsatisfactory. The said engagement shall also not vest any right whatsoever to claim regular appointment in the National Commission for Minorities or continued engagement. The appointment of Consultant would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with the NCM.

**E. Age Limit**

Only Indian Citizens between the age of 22 to 56 years as on the last date of receipt of applications shall be eligible.

**F. Fee**

The fee of the Research Consultant engaged would be consolidated amount of Rs.60,000/- per month.

**G. Working facility to be provided**

No facility for using internet/telephone at residence to Consultants will be provided by the Commission.

**H. Leave**

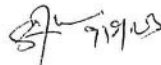
Consultants shall be eligible for 8 days leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year. The Commission would be free to terminate the services in case of absence of a Consultant by more than 15 days beyond the entitled leave in a calendar year.

**I. TA/DA**

No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of Consultants is not envisaged. However, Consultant shall be allowed TA/DA for their travel inside the country in connection with the official work after approval of competent authority.

**J. Working Hours**

Research Consultants must follow the normal working hours as prescribed (i.e. from 9:30 AM to 6:00 PM from Monday to Friday excluding Gazetted Holidays). However, in case of exigency, the officials would have to sit late to complete the time bound work and may have to attend the office even on Saturdays and Sundays without any extra remuneration.

 7/19/13

**K. Tax deduction at Source**

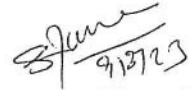
The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the department will issue TDS certificate(s), as applicable.

**L. Residential accommodation**

No residential accommodation would be provided to the Research Consultants by the Commission.

**How to apply**

2. The applications are to be submitted in the prescribed attached format and applications complete in all respects may reach the Under Secretary (Admn.), National Commission for Minorities, 1<sup>st</sup> Floor, Block No.14, CGO Complex, New Delhi-110003 within 45 days from the date of this advertisement. The shortlisted candidates will be called for an Interview on the date and time communicated to them separately.



(Suman Kumar)

Under Secretary to the Govt. of India

APPLICATION FOR THE POST OF.....  
(Application form should be filled in capital letters)

1. Name of the applicant :
2. Father's /Husband's Name :
3. Address for communication :
4. Permanent Address :
5. Email Id :
6. Mobile No. / Phone No. :
7. Date and Place of Birth :
8. Age as on date of advertisement :
9. Marital Status (Married/ Unmarried) :
10. Nationality :
11. Educational & professional Qualifications :

Examination Passed	Name of the Board/ University	Year of Passing	% of Marks	Grade/Division	Subjects studied
Matriculation/ 10th					
10+2/ Equivalent					
B.A/B. Sc /B.Com /B.A.					
LL.B					
LL.M					
M.Phil.					
Ph. D (if pursuing provide details)					

Exams passed	Subject	Roll No.	Year	Position
JRF				
NET				
SLET				

12. Special qualification ,if any :
13. Applicant's area of specialization :
14. Whether presently serving in any Govt. Institution/undertaking/ Corporate/Private Institution(Yes/No).  
If yes,
  - (a) Name of Department/Institution :
  - (b) Name of Post held :
  - (c) Since :

:2:

15. Research Experience (if any) :
  - (i) Duration :
  - (ii) Organization :
  - (iii) Area :
16. Publications(if any) :
17. Books(List of those published and In-Press separately) (if any) :
18. Awards and Recognition (if any) :
19. Member ship of Professional/Academic Bodies:
20. List of self-attested testimonials attached (original to be produced at the time of interview):
  - (i)
  - (ii)
  - (iii)
  - (iv)
  - (v)

Certified that the information furnished by me here in above are true to my personal knowledge. I understand that if anything stated herein above turns out to be false, the National Commission for Minorities may cancel my candidature. Further, I understand that if obtain appointment on the basis of any wrong information/ document, I shall be liable for immediate termination/revocation/cancellation and this may also entail my prosecution under criminal Penal Laws. I have never been convicted by any court of India for any offence and no criminal proceeding is pending against me in any court of India.

**Signature of the candidate**

**Place:**

**Date:**