

F. No. A-12011/01/2022-Estt.-Part(1)

राष्ट्रीय राजधानी क्षेत्र और निकटवर्ती क्षेत्रों में वायु गुणवत्ता प्रबंधन आयोग
Commission for Air Quality Management in NCR and Adjoining Areas
सत्रहवाँ तल, जवाहर व्यापार भवन, (एस. टी. सी. बिल्डिंग) टॉलस्टॉय मार्ग, नई दिल्ली – 110001
17th Floor, Jawahar Vyapar Bhawan, (STC Building), Tolstoy Marg, New Delhi-110001

Dated: #As per signature

To

The Deputy Secretary (P.II)
Ministry of Environment, Forest and Climate Change
Indira Paryavaran Bhawan
Jor Bagh Road, New Delhi – 110003
E-mail: jatender.singh@nic.in

Sub: Engagement of Retired Government Servants (Director to GoI and above) for Advisor (Media & IEC Activities) in Commission for Air Quality Management in National Capital Region and Adjoining Areas - reg.

Sir,

The Commission for Air Quality Management in National Capital Region and Adjoining Areas, a Statutory Body under the Ministry of Environment, Forest and Climate Change invites applications from retired employees of Government/Statutory/Autonomous Bodies to render their services as Advisor (Media & IEC Activities) as per the requirement of the Commission.

2 . It is requested that the enclosed Vacancy Notice, along with the Terms & Conditions and Application Form, may kindly be uploaded on your website to ensure wide circulation among eligible candidates. Further, the same may also be uploaded on the e-HRMS 2.0 portal, as the Commission is not registered on the said portal. The last date of submission of application is **15th September, 2026**.

This issues with the approval of Competent Authority.

Yours faithfully,
Digitally signed by
Santosh Kumar Pal
Date: 31-08-2026
20:11:51

(Santosh Pal)
Under Secretary (Estt.)
E-mail ID: santoshpal.15@gov.in

Encl: as above

Copy to:

Under Secretary (CP Division), Ministry of Environment, Forest and Climate Change,
Indira Paryavaran Bhawan, Jor Bagh Road, New Delhi – 110003.

F. No. A-12011/01/2022-Estt.-Part(1)

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 Commission for Air Quality Management in NCR and Adjoining Areas
 सत्रहवाँ तल, जवाहर व्यापार भवन, (एस. टी. सी. बिल्डिंग) टॉलस्टॉय मार्ग , नई दिल्ली – 110001
 17th Floor, Jawahar Vyapar Bhawan, (STC Building), Tolstoy Marg, New Delhi-110001

Dated: 31.08.2026

Sub: Engagement of retired Government servants (Director to the GoI and above) for Advisor (Media & IEC Activities) in Commission for Air Quality Management in National Capital Region and Adjoining Areas.

Commission for Air Quality Management in National Capital Region and Adjoining Areas invites applications from retired employees of Government/Statutory/Autonomous Bodies to render their services as Advisor (Media & IEC Activities) as per the requirement of the Commission. The requisite details for engagement of Advisor (Media & IEC Activities) are as follows:-

1.	Name of the post	Advisor (Media & IEC Activities)
2.	Total number of posts	01
3.	Period of engagement	The period of engagement will be initially for a period of one year from the date of engagement, which may be extended/ curtailed as per requirement/performance of the individual.
4.	Job location	Commission for Air Quality Management in National Capital Region and Adjoining Areas 17th Floor, Jawahar Vyapar Bhawan, (STC Building), Tolstoy Marg, New Delhi – 110001
5.	Eligibility Criteria	Must have retired from Government/Statutory/Autonomous bodies at the level of Director to the GoI and above (Level 13 and above of Pay Matrix as Per 7 th CPC)
6.	Age limit	Candidates should not be more than 63 years of age on the last date of submission of application
7.	Experience	Must have experience of at least fifteen years in the area of Media and Information, Education, and Communication (IEC) activities. SCOPE of Work - Adopt a strategic, stakeholder-centric, and multi-channel approach. This includes developing clear and consistent messaging tailored to target diverse target groups, and effectively utilizing both traditional and digital media platforms to expand outreach. Strengthening collaboration with local stakeholders, community-based organizations, and influencers to enhance credibility and reach. The assignment would require content development, media coordination, field outreach, and monitoring of IEC activities.
8.	Remuneration	A consolidated remuneration equivalent to last

		pay drawn minus pension plus TA as per applicable rates in accordance with DoPT & DoE guidelines. - The amount of remuneration so fixed shall remain unchanged for the term of contract and TDS shall be deducted as per rules. - The retired employees of non-pensionable statutory bodies/organizations would be paid fixed remuneration of Rs.1,20,000/- per month.
9.	Leave	1.5 days for each completed month of service
10.	Working Hours	Normal office timings will be 9.30 AM to 6.00 PM. May be required to devote extra time in exigencies.
11.	Terms and conditions of engagement	- The engagement will be purely on need basis dependent on work performance. - The Intellectual Property Right (IPR) of the data collected as well as deliverables produced by the Commission shall be the property of the Commission. - The Advisor (Media & IEC) shall not utilize or publish or disclose or part with, to a third party, any part of the data, report, statistics or proceedings or information collected/handled during the course of his/her assignment without express written consent of the Commission. - The Advisor (Media & IEC) would be required to sign a non-disclosure undertaking as per Annexure.
12.	How to apply	Application in the prescribed format (complete in all respects) along with requisite documents i.e. copy of PPO, Last Pay Certificate, Bank details, Aadhar Card & PAN may be submitted to the following address: The Under Secretary (Establishment), Commission for Air Quality Management In National Capital Region and Adjoining Areas (CAQM), 16th Floor, Jawahar Vyapar Bhawan, (STC Building), Tolstoy Marg, New Delhi – 110001 The applications may also be submitted through email to caqm-ncr@gov.in
13.	Last date for receipt	15th September, 2026 (15 days)

Digitally signed by
Santosh Kumar Pal
Date: 31-08-2026
20:02:52

APPLICATION FORM FOR THE POST OF ON CONTRACT BASIS

Paste here passport
size photograph

1. Post applied for : _____
2. Name of the Candidate : _____
(As per Matriculation certificate)
3. Father's Name : _____
4. Date of Birth : _____
(As per Matriculation certificate)
5. Age as on the last date of receipt of application : _____
6. Gender (Male/Female) : _____
7. Postal Address : _____

8. Permanent Address : _____

_____ Pin Code _____
9. Mobile No. : _____
10. Email-ID : _____

11. Educational /Professional qualifications:

Sl. No.	Exam/Degree Passed	School/College/ University	Subject taken	Year of passing	Class/Division & % age

Experience (In case of insufficient space please attach separate sheet duly signed by applicant)

Name of the employer/ Organization	Post held (starting from the post last held)	Period From	Period To	Nature of duties (in brief)

12. PPO No. & dated : _____

13. Last Pay Drawn and Pay Level : _____

(Signature of the Candidate)

DECLARATION

- i. I hereby declare that I fulfill all the conditions of eligibility regarding age limits educational qualifications and experience etc., prescribed to the post on contractual appointment.
- ii. I further declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the interview, my candidature shall to be cancelled.

Place:

Date:

(Signature of the candidate)

Note:-Application without any supporting documents pertaining to educational/professional qualification (s) shall liable to be rejected.

To,

The Under Secretary (Establishment)
Commission for Air Quality Management in National Capital Region and Adjoining
Areas (CAQM),
16th Floor, Jawahar Vyapar Bhawan, (STC Building),
Tolstoy Marg, New Delhi – 110001

Sir,

I hereby undertake:-

- To treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
- Not to sell, trade, publish or otherwise disclose to any one in any manner or in electronic format.
- To hold such confidential information in trust and confidence both during and after the terms of my engagement.
- Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with CAQM which would otherwise conflict with my obligations towards CAQM.
- Not to resort any corrupt practices in any aspect and at any stage during my tenure of engagement.
- To maintain highest standards of ethics & integrity during the period of my engagement.

2. In the event of my termination of engagement for any reason whatsoever, I shall promptly surrender and deliver to the Commission any records/material, equipment, documents or data which is of confidential nature.

3. I shall keep CAQM informed of any change in my address or contact details during the period of my engagement.

4. I understand that my services can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

5. For the purpose of this undertaking, confidential information, confidential information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature)

Name: _____

Address: _____

Mobile No. : _____

Dated: _____