File No. A-12034/01/2021-Estt.(Vol.-V)

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 (Admin.), 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: Filling up of 3 posts of Consultant (PS) from retired government servants in Commission for Air Quality Management in National Capital Region and Adjoining Areas - regarding.

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 for filling up of 3 posts of Consultant (PS) from retired government servants.

2. It is requested that the detailed Advertisement, along with Terms & Conditions and Application Proforma enclosed herewith may be uploaded on MoEF&CC website to ensure wide circulation of the vacancy notice amongst eligible candidates.

Yours faithfully,
Digitally signed by
Santosh Kumar Pal
Date: 11-11-2026
12:55:28
(Santosh Pal),
Under Secretary (Estt.)
Tel: 011-23446861

Encl: as above

F. No. A-12034/01/2021-Estt.(Vol.V)

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.
17th Floor, Jawahar Vyapar Bhawan, (STC Building), Tolstoy Marg, New Delhi.
Website: https://caqm.nic.in Email: caqm-ncr@gov.in

Dated: 11th November 2026

Sub: Engagement of retired Government servants (PPS/PS/PA) for Consultant (PS) 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 Consultant (PS) as per the requirement of the Commission. The requisite details for engagement of Consultant (PS) are as follows: -

1.	Name of the post	Consultant (PS)
2.	Total number of posts	03 (Number of posts may vary depending upon the requirement)
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 Private Secretary/Principal Private Secretary (Level 8 or above- up to Level 11 of Pay Matrix as Per 7th CPC) or Personal Assistant (Level 6 to 7 of Pay Matrix as per the 7th 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 five years' experience and capabilities of rendering secretarial assistant to officers to the Commission viz. taking dictation in shorthand and its transcription, assisting in drafting and issue of all correspondence as per direction of the officer, managing appointments/engagements, attending the telephone calls and receiving visitors, maintain the papers required to be retained by the officer etc.
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 will

		be deducted as per rules • The retired employees of non-pensionable statutory bodies/organizations would be paid fixed remuneration as under: (i) Retired from the post in Pay level 11 - Rs. 60000/- (ii) Retired from the post in Pay level 8 to 10 - Rs. 40000/ (iii) Retired from the post in Pay level 6 to 7 - Rs.30000/
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 Consultants 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 his/her assignment without express written consent of the Commission. • The Consultant 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 at 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**	**26th November 2026**

Digitally signed by
Santosh Kumar Pal
Date: 11-11-2026
12:56:46

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

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

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

13. PPO No. & dated :

14. Last Pay Drawn and Pay Level :

(Signature of the Candidate)

DECLARATION

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 be cancelled.

Place:

Date:

(Signature of the candidate)

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

Annexure

To,

The Under Secretary (Establishment)
Commission for Air Quality Management in National Capital Region and Adjoining Areas (CAQM),
17th 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 anyone 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 to 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 as consultant.

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 in time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

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

Yours faithfully,

(Signature)
Name:
Address:
Mobile N0: