

F.No. 34(15)/2020/D(SSC)  
Government of India  
Ministry of Defence  
(Sainik Schools Society)  
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Dated: 21.07.2020

**CIRCULAR**

Subject: Engagement of Consultant as Advisor in Sainik Schools Society (SSS).  
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With the approval of competent authority, it has been decided to engage a consultant in Sainik Schools Society (SSS) to advise on effective management of the schools with the following qualification requirements and service conditions :-

**(A) Qualification Requirements**

**(I) Essential:**

- (i) Should have worked or have experience in the field of education sector with an exposure to conceptualization/development/ implementation of ideas/schemes of Middle and Secondary School levels.
- (ii) Should be either a retired two star level officer from Armed Forces or equivalent civilian officer.
- (iii) Should have held assignments involving functional exposure in areas of HR, Finance, Infrastructure and development projects at middle/senior management level.

**(II) Desirable:**

- (i) Applicants who have published work in education sector will be an added advantage.
- (ii) Applicants who have served/associate as members of any Education Reform Committee and familiar with Information Technology and functioning of PPP mode in the field of Education will have added advantage.

**(B) Service Conditions and Emoluments:**

- (i) The Consultant (Advisor) shall be designated as Executive Director of Sainik Schools Society and report to Honorary Secretary.
- (ii) The officer could be paid a monthly remuneration equivalent to last pay drawn reduced by the basic pension which will be further reduced by the amount of honorarium, if any, drawn by the officer from any source which the consultant will communicate to this Department before drawl of remuneration fee.
- (iii) The officer will not be entitled to any other benefit/facilities except remuneration.
- (iv) In case the consultant has to proceed on tour, his TA/DA claim shall be regulated as per his entitlement at the time of retirement.

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- (v) The consultant shall be entitled to all holidays which are in vogue in Central Government but shall not be entitled for any other kind of leave. During the period of his absence, the payment shall be deducted on pro-rata basis.
- (vi) Working hours will be as per prescribed for the Department of Defence, Ministry of Defence.
- (vii) The engagement will be on contractual basis for a tenure as decided by the Sainik Schools Society (SSS) from time to time.
- (viii) The services of the consultant can be discontinued by giving **one week** notice.
- (ix) The consultant shall not exercise any statutory, legal and financial powers.

#### **Charter of Duties of Consultant**

- (i) To coordinate with Govt. authorities for matters connected to Sainik Schools Society as and when required and appropriate and represent Sainik Schools Society at meetings, seminars, conferences of various forums/educational societies on need basis, for collaborative efforts on best practices.
- (ii) Long term perspective planning including but not limited to reforming teaching methodologies, faculty improvement, devise strategies for mobilization of resources through PPP/CSR funding, effective deployment of resources, sound financial management policies and implementable unified sourcing policies etc.
- (iii) To make suggestion regarding financial feasibility of Sainik Schools and devise strategies for mobilization of resources and their effective deployment.
- (iv) To render advice on garnering Extra Budgetary Resources and innovative financing.
- (v) Any other responsibility assigned by Honorary Secretary from time to time.

2. Candidates who meet the aforesaid QRs and willing to accept the offer as per the service conditions & emoluments and Charter of Duties, are requested to apply in the prescribed proforma attached with the advertisement and may be sent to **Under Secretary(SSS), Sainik Schools Society, Department of Defence, R.No.101, D1 wing, Sena Bhawan, New Delhi-110011.** The completed proforma may preferably be sent by email to usssc-mod@nic.in. Applications received after **one week** from the date of issue of circular on MoD website, will not be entertained.

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**Proforma of application for Consultant**

1. Name and address (in Block Letters):
  
2. Date of Birth:
  
3. Date of retirement under Central/State Govt. rules:
  
4. Educational Qualifications:
  
5. Whether eligibility conditions are fulfilled:
  
6. Details of employment, in chronological order. Enclose a separate sheet duly Authenticated under your signatures, if the space below is insufficient:
  
  
  
  
  
  
  
  
  
  
7. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column.): a) Central Government b) State Government c) Autonomous organization d) Government Undertaking e) Universities f) Others:
  
  
  
  
  
  
  
  
  
  
8. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) Additional academic qualifications : (iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement:
  
  
  
  
  
  
  
  
  
  
9. Whether belongs to SC/ST/OBC:

10. Remarks (The candidates may indicate information with regard to (i) Research/publications and reports and special projects (ii) Awards Scholarship/Official Appreciation

I do hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect or incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected. I shall be bound by the decision of the competent authority.

Signature of the candidate