

Terms and Conditions for
Empanelment of Resource Persons as ‘Auditor’ for
Carrying out Third Party Audit of Proactive Disclosure
Under RTI Act of Public Authorities under GoI

(a) **Name of the post: Auditors (for carrying out Third Party Audit)**

(b) **SCOPE OF WORK:** The role of the Resource Person empaneled as Auditor will be to carryout Third Party Audit of Proactive Disclosure done by various Public Authorities as per RTI Act’2005. The detailed scope of activities is as given under: -

1. To visit the CIC portal/NADP website to fetch the details of self-appraisal done by the Public Authorities under Suo moto disclosure of information in compliance to Sections 4(1)(b) read with Section 4(2), 4(3) and 4(4) of RTI Act,2005.
2. To verify the information published by Public Authorities vis a vis provision of the RTI Act by visiting the website of the Public Authorities
3. To confirm that the required information is being disclosed in the prescribed/suitable format as per stipulated timelines, if any;
4. To evaluate the organization’s compliance with the proactive disclosure provisions of the RTI Act;
5. To submit the point wise comment on self-appraisal submitted by the Public Authority on the CIC portal/NADP website and forward it to the Reviewer for review of Audit.
6. Based on the comments of Reviewer, make necessary amendment point wise in the CIC portal/ NADP Website and resubmit the Audit Report to the Reviewer. This process will continue till final clearance from the Reviewer.
7. After, Final clearance from Reviewer, prepare a summary report outlining the findings including any non-compliance issues or areas that need improvement;
8. To provide recommendations for corrective action or enhancement to the proactive disclosure process based on Final Audit Report;

(c) **VACANCY, TENURE, ESSENTIAL QUALIFICATIONS, MAXIMUM AGE AND REMUNERATION:**

<u>Vacancy for empanelment</u>	: 15 Nos.
<u>Tenure</u>	: 01 Year (Extendable by another 01 Year)
<u>Age Limit</u>	: Max. 63 Yrs. (As on the Date of Advertisement)
<u>Category</u>	: Superannuated/Retired Gr. B employees/Experts from Army, Navy, Air Force, Para Military, DGQA, DGAQA, DGNAI, DRDO, MES, CPWD and/or from any other Central Government Services
<u>Min. Edu. Qualification</u>	: Graduation
<u>Work Experience</u>	: Min. 02 years experience of working in the field of RTI during the last 5 years before superannuation/retirement;

References

: One reference from Any Gazetted Group ‘A’ Officer from previous Organization

Remuneration

: Rs. 5000/- per Audit Man-day

- Consolidated Monthly Remuneration will be paid @ Rs. 5000/- per audit Man-day for the total number of Man-days engaged in a month by NADP. No. of days of audit will be based on the size of Public Authority (PA) i.e. Large, Medium or Small as decided by NADP.
- Tentative number of Audit Man-days expected from the Auditor will be approximately 20. The actual number of audits and audit man-days will be based on requirement of NADP.
- Overall amount paid in a month to an Auditor should not be exceeding Rs. 1,00,000 /- (Re. One Lakh only)
- Remuneration will be paid only after assessment of quality of audit by the Reviewer assigned by NADP for audit. Minimum grading on quality of audit by the Reviewer should be 4 on a scale of 5.
- Payment will be made after Tax deduction at source. TDS certificate shall be issued by the NADP.

For example: Say, an Auditor is assigned audit of 5 Small PAs, 3 Medium PAs and 2 Large PAs in a month and the time required to carry out audit decided by NADP is 1 man-day for Small PAs, 2 man-days for Medium PAs and 3 man-days for Large PA, the remuneration will be paid based on the number of audits completed by him/her including review during the month even if the time (man-day) to carry out the audit is more than the prescribed time by NADP. However, say, the auditor carry out audits for 4 Small PAs, 2 Medium PAs and 1 Large PA in a month and remunerations will be calculated as below:

	No. of audits carried out in a month	Prescribed period for completion of audit	Remuneration per audit	Total Remunerations
For Small PAs	4	1	Rs.5000/-	Rs.20,000/-
For Medium PAs	2	2	Rs.5000/-	Rs.20,000/-
For Large PAs	1	3	Rs.5000/-	Rs.15,000/-
Total:				Rs.55,000/-

(d) TERMS AND CONDITIONS FOR EMPANELMENT OF AUDITOR FOR CARRYING OUT THIRD PARTY AUDIT OF PROACTIVE DISCLOSURE UNDER RTI ACT OF PUBLIC AUTHORITIES UNDER GOVT. OF INDIA

(i) **SELECTION PROCESS:** Selection will be based on qualification and experience and/or performance of the candidate in the interview/interaction cum Test.

a) **SCREENING:** Screening of Applications will be done by a Screening Committee

constituted by NADP for that purpose. Candidates are required to fill in the Application Form (*attached with the advertisement*) complete in all respects.

NADP may adopt higher experience criteria for shortlisting in case of receipt of more number of applicants meeting eligibility criteria.

b) INTERVIEW:

- ✚ Personal Interview/interaction will be conducted by a Selection Committee at NADP premises or at any other place as decided by Competent Authority of NADP.
- ✚ The offer of empanelment shall be issued to the suitable candidates in the order of merit and based on the number of vacancies and will be subject to verification of antecedents.

c) DECLARATION OF RESULT OF EMPANELMENT:

- ✚ Only those candidates shortlisted may be called for interview cum Test (*physical/virtual*).
- ✚ The names of candidates shortlisted for interview cum Test will be notified on NADP website and call letters will be sent to their respective e-mails.
- ✚ Candidates are requested to print the call letter and comply with the instructions indicated therein.
- ✚ The results of the final selection of candidates for empanelment will be published only on NADP website.

(d) Documentary Evidence:

Candidates are required to attach documentary evidence with respect to their claim regarding Age, Qualification, Experience etc. at the time of applying for Empanelment.

(e) Confirmation:

The selected candidates will be given free training at NADP. After which they have to undergo a test showing their proficiency, failing which their appointment will be terminated.

(ii) TENURE:

The tenure of empanelment will be for a period of 01 year (Extendable by another 01 year) depending on the performance of the candidate and functional requirement of NADP.

**(iii) AGE LIMIT: Max. 63 Yrs. (As on the Date of Advertisement)
(Not to be engaged beyond 65 years of age)**

(iv) QUALIFICATION & EXPERIENCE: Qualification and experience commensurate with the job description should be clearly specified in the Application. The candidates are

advised to ensure that they meet the qualification, experience and other criteria before forwarding the application.

(v) DEFINITION OF POST QUALIFICATION WORK EXPERIENCE:

Date of issuance of final mark sheet shall be taken as the date of acquiring qualification. The work experience shall be in full time job on regular salary basis. In case of intermittent nature of job, the actual days engaged in full time job only will be considered for calculating number of years of experience.

(vi) DOCUMENTARY EVIDENCE FOR WORK EXPERIENCE:

The candidate is required to submit experience certificate / documentary evidence for establishing work experience as mentioned below;

For Past employment:

- Work Experience Certificate.

The submission of work experience certificate indicating the date of joining, date of relieving, pay last drawn, pay scale with duration and nature of jobs/ specific areas of experience/experience in the relevant fields/Projects handled etc., is compulsory for all the past employments which the candidate has mentioned in the application form. In case experience certificate from any of the past employers is not submitted, it may lead to rejection of the candidature. Therefore, candidates are advised to ensure that the experience certificate indicating the date of joining, date of relieving and other details as mentioned above is attached for minimum requisite experience details mentioned in the application form.

For Current employment

- Experience Certificate with all the details mentioned above.
OR
- Offer letter/Appointment letter showing the date of joining (Proof of date of joining) mentioned by the candidate in the application form.
OR
- Offer letter/Appointment letter where date of joining is not mentioned along with any other document issued by the employer (including pay slip/identity card issued by employer) where date of joining is clearly mentioned.
AND
- Proof of continuity of present employment – Latest Pay slips for three months.

NOTE:

- If the candidate is not able to provide experience certificate for current employment, the candidate must submit the documents mentioned above to prove the continuity in the job.
- Self-declaration regarding nature of jobs/specific areas of experience / experience in the relevant fields/Projects handled, etc., will not be considered/ accepted.
- Non-submission of the documents as mentioned above for establishing requisite experience may lead to rejection of the candidature.

(e) OTHER TERMS AND CONDITIONS:

1. **The empanelment is purely temporary and contractual and on Fixed Term Basis (Short term) and it is not against any permanent vacancy. This empanelment will not entitle candidates to claim for regular/permanent employment in the Company.** Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between the Company and the empaneled Professionals. They will not be entitled for any benefit /compensation/ absorption/ regularization/permanent employment in the Company except the fixed remuneration based on number of audit Man-days.
2. The empaneled consultants will carry out the Third-Party Audit of Proactive Disclosure under RTI Act of Public Authorities as assigned to them from time to time during their empanelment period and submit a report to NADP within the set time scheduled. Assigning an Auditor for Audit of Public Authority will be the sole discretion of NADP.
3. Personnel engaged will not be entitled for any kind of leave and they will be paid according to the no. of Man-days engaged for the audit purpose.
4. Auditors will not be providing any housing accommodation. However, Accommodation at NADP Hostel/Guest House during the visit of Auditors for Audit Purpose or any other related reasons thereof may be provided with the permission of Chief General Manager/NADP on payment of applicable charges subject to availability.
5. The Auditor must complete the audit once assigned and will not be allowed to leave the task incomplete midway. If an Auditor leaves the task in-between, strict actions will be initiated as per the discretion of CGM/NADP.
6. As this is a complete online audit through software, Auditor have to arrange necessary resources for carrying out the Audit online such as PC System with internet, Scanner, Printer and other Office Stationary while may be required for conducting audit at their end.
7. The performance of the Personnel empaneled would be reviewed/monitored regularly based quality of Audit by the Reviewer. Further, A comprehensive performance of the Personnel empaneled would be reviewed/monitored, on half yearly basis, by a duly constituted Committee headed by CGM of NADP. In the cases where extension of the empanelment of the Personnel is sought, the Committee Assessment Reports will be forwarded to Corporate Office, along with the recommendations of NADP.
8. The empanelment will not confer any right on the Personnel to claim the status of a regular employee of the Company.
9. The Personnel empaneled will abide by various Rules & Regulations, Standing Orders etc. of NADP and MIL as well as their conduct, while carrying out the assigned tasks.
10. Such personnel will be covered under the Income Tax, Service Tax, Professional Tax, etc. as per the applicable Rules and all such Taxes would be payable by them.
11. They will not be entitled for the following:
 - a) Promotions;
 - b) OT Allowance
 - c) Loans, Advances & Interest Subsidies;

- d) Medical Facilities;
 - e) Contingency Advance;
 - f) School Fee Reimbursement;
 - g) LTC / LTA Facilities;
 - h) Grant of Study Leave;
 - i) House Rent Allowance
 - j) Sponsorship for Higher Studies;
 - k) Any other benefits (other than mentioned in SOP) admissible to regular Employees.
12. Personnel empaneled will be allowed TA/DA on Official Tours. They will be allowed for maximum of Economy class flight/ AC 2 tier Train/AC Taxi with approval of CGM of NADP only. DA rates admissible at the level from which the Personnel engaged superannuated from MIL/ Erstwhile OFB or equivalent level from other Organizations.
 13. Suitable Risk Clauses will be added in the Offer of Empanelment, in detail, to safeguard the interest of the Company in case the candidate quits the assignment before its completion and for losses/damages, if any, caused to Company property, etc.
 14. The empanelment can be discontinued or terminated with one month notice by either side without assigning any reasons.
 15. The cut-off date for age, qualification and experience will be the date of advertisement.
 16. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
 17. Only full time regular courses will be considered as qualification and all qualifications should be recognized by AICTE/UGC/appropriate Indian Statutory Authorities. Wherever CGPA/ OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/ Institutes. Candidates will be required to submit documentary proof/ certificate to this effect from the Institute/ University at the time of Interview, if called for the same.
 18. Mere submission of Application does not guarantee the adequacy of candidature for being considered for further selection process. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for interview/Test/appointment. Canvassing in any form will disqualify the candidate.
 19. Candidate will have to bring an original valid Photo ID (Aadhaar Card, etc.) and other original documents for verification at the time of interview/ medical/ joining, if called for. NADP also reserves the right to cancel/amend the advertisement and/or the empanelment process there under. The number of positions filled may increase or decrease depending on the requirement of NADP.
 20. No TA/ DA shall be paid to any candidate for attending interview cum Test in NADP.
 21. Empanelment of the selected candidate will be subject to submission of medical fitness by a Certified Medical Practitioner and a Police Clearance Certificate (i.e. the Police Station under whose jurisdiction you are presently staying).
 22. No correspondence will be entertained from the candidates not empaneled/ interviewed.
 23. Candidates should ensure that they fulfill the eligibility criteria prescribed for the post they have applied. In case it is found at any stage of Empanelment process or even after Empanelment that the candidate has furnished false or incorrect information or suppressed any relevant information/material facts or does not fulfill the criteria, his/her candidature/services are liable for rejection/ termination without notice.
 24. Any corrigendum/clarifications of the advertisement, if necessary, shall only be uploaded on NADP website (ddpdoo.gov.in/units/NADP) and no separate press coverage shall be done for this purpose.

25. All disputes/cases related to this empanelment process are subject to jurisdiction of courts at Nagpur only.
26. Management reserves the right to cancel/restrict/enlarge/modify/alter the empanelment process, if need so arises, without issuing any further notice or assigning any reason thereafter.
27. All information regarding this empanelment process would be made available in the NADP website (ddpdoo.gov.in/units/NADP) only. Applicants are advised to check the website periodically for important updates.
28. The candidates must have an active E-mail ID & Mobile number which must remain valid for at least next one year. All future communications with the candidates will take place only through E-mail. Candidates have to ensure accuracy of their E-mail ID & Mobile number. NADP shall not be responsible if the information/intimations do not reach candidates in case of change in the mobile number, email address, connectivity/network issues, technical fault or otherwise, beyond the control NADP. Candidates are advised to keep a close watch on the NADP website (ddpdoo.gov.in/units/NADP) for latest updates.
29. Applications that are incomplete, not in prescribed format, not legible, without the required certificates and without requisite fee, if any, shall be summarily rejected without assigning any reasons and no correspondence in this regard shall be entertained.
30. **For any queries regarding this empanelment, please send E-mail to nadp@ord.gov.in or contact at 07104-222734, on all working days from 09:00 AM to 05:30 PM (Monday to Friday excluding Govt./Public holidays).**
31. Clarifications/Decisions of the NADP in respect of all matters pertaining to this empanelment would be final and binding on all candidates.
32. Any other terms and conditions of empanelment can be determined and incorporated with the approval of the Competent Authority of NADP.
33. **Personnel empaneled should bring vigilance certificate based on last 5 years of service before superannuation/retirement from the parent organization.**
34. Exercising of Powers:
The Personnel engaged can be authorized by the concerned Director/CGM, based on requirements, to raise Note Sheets, co-ordinate various activities as per work assigned to him. However, he will not have any financial powers.
35. Termination of the Contract engagement:
The contract engagement will stand automatically terminated on completion of the prescribed tenure/task. The engagement can be terminated even earlier with one month's notice in writing by either side.

(f) NADP's DECISION FINAL:

The decision of CGM/NADP will be final and binding on the candidates in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection for empanelment, conduct of interviews cum Test, empanelment of selected candidates and no query/ correspondence will be entertained in this regard.
