

No.A- 49012/14/2022- Estt.(Coop.)
Government of India
Ministry of Cooperation

2nd Floor Akshay Urja Bhawan,
CGO Complex, Lodhi Road, New Delhi-110003.

Date: ____ January, 2023.

CIRCULAR

Subject: Engagement of retired Central Government employees as Consultants.

Ministry of Cooperation invites applications for engagement of Consultants from retired Government Servants (of the level of Section Officer/ Assistant Section Officer) purely on Contract Basis, initially for a period of 4 months (upto 26.04.2023) which is likely to be extended. The details regarding eligibility criteria, terms of references, etc. are as under:

Name of position	No. of Positions	Qualifications	Experience
Consultant (SO/ASO level)	8 (Eight Nos.)	Should have retired from the post of Section Officer/ Assistant Section Officer of CSS/ Non-CSS cadre <u>Desirable:</u> Graduation in any discipline from a recognized University.	1. Very good experience in Establishment, General Administration, Vigilance, Cash, Internal Finance, Budget & Accounts, Parliament, Protocol, RTI, handling Scheme of Central Ministries/Departments. 2. Very good knowledge of various rules and regulations of Central Government in the aforesaid matters 3. Very good knowledge of working on computers including MS-Word, MS-Excel, Power-Point and working in e-Office 4. Very good knowledge of independent noting-drafting on Computer/ e-office as per requirements of Central Government Ministries'

2. The terms and conditions of engagement of these Consultants would be guided by the Office Memorandum No.3-25/2020-E.III.A dated 9.12.2020 of Department of Expenditure.

3. Retired Central Government officers who are eligible and willing to accept the terms and conditions at **ANNEXURE-I** may send application by **e-mail (virender454@bsf.nic.in)** with duly filled Bio-data **ANNEXURE-II**, along with a copy of the PPO/Pensioner card to the undersigned **within 10 days from the date of advertisement**. Shortlisted candidates will be required to attend an interview as and when informed. No TA./DA will be paid for attending the interview.



(Saurabh Misra)

Under Secretary to the Govt. of India

Tele: 20849151

1. All Ministries / Departments (Through DoPT Website)
2. STD, NIC, Ministry of Cooperation, New Delhi – with the request to upload the same on the website of Ministry of Cooperation
3. The Under Secretary (CS-I), Department of Personnel & Training, Lok Nayak Bhavan, New Delhi – with the request to upload the same on the website of the DoPT for wider publicity. *— mailed on 16/01/23*

GENERAL TERMS AND CONDITIONS

1. The contractual appointment will be purely on Contract basis and will be in the Ministry of Cooperation located in New Delhi.
2. The consultants should preferably be a resident of Delhi / NCR only.
3. The monthly remuneration payable will be fixed as per formula of '**Last pay-minus-Pension**' excluding Dearness Allowance. The amount of remuneration shall remain unchanged for the entire term of the contract. There will be no annual increment / percentage increase during the contract period.
4. The Income tax and any other tax liable to be deducted, as per prevailing rates, will be deducted at source before effecting the payment of remuneration.
5. An appropriate and fixed amount as Transport Allowance for the purpose of commuting between residence and place of work shall be allowed not exceeding the rate applicable to him at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, they may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement."
6. The consultants will not be entitled for any other kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, transport facilities, etc.
7. The engagement period for the consultant would be initially for a period of one year or till such vacancy is filled with regular incumbent, whichever is earlier. This period may be extended subject to review at the sole discretion of this Ministry.
8. The retired Govt. officers below the age of 63 years as on closing date of the application will be considered.
9. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed / carried forward in case the engagement period is extended. Also, no payment in lieu of un-utilized leaves will be paid by this Ministry at the time of expiry of contract.
10. The candidate will be required to sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.
11. The Ministry may terminate the services of Consultants in case he/she is unable to achieve the assigned works within the time-frame or the work assigned to him/her is not satisfactory to the Ministry or he/she is found to be lacking in honesty and integrity.
12. The Ministry shall also reserve the right to terminate the services of Consultants at any time without giving any notice and also without assigning any reason. The engagement of consultants will not confer any right on the part of individual for permanent appointment to the post

13. The Consultants shall continue to draw pension and dearness relief on pension, if any, during the period of their engagement as Consultant. Their engagement as Consultant shall not be considered as a case of reemployment.
14. No TA/DA shall be admissible to the consultants for attending the interview or for taking up the appointment. Consultant will not be allowed any foreign travel at Government expenses.
15. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he will be liable for removal from engagement service and such other action as Government may deem necessary.

ANNEXURE-II

Application for engagement as Consultants in Ministry of Cooperation

Affix your
passport size
photo

Post applied for:-

1. Name:
2. Father's Name:
3. Date of Birth:
4. Address:
5. Mobile No.:
6. E-mail ID:
7. Date of Retirement:
8. Name of Ministry/Dept from which retired.
9. Name & Details of Joint Secretary under which last served
10. Last pay drawn (copy of PPO should be enclosed).
11. Educational Qualifications:
12. Detail of Experience:

S No.	Designation & Ministry/Department	From	To	Nature of work Performed

*attach separate sheet, if necessary.

13. I declare that I fulfill all the requirements for the position as given in the advertisement.
14. Any other information justifying engagement as consultant is attached in Annexure.
15. I declare that I was clear from vigilance angle at the time of my retirement. No disciplinary or judiciary action is pending against me as on date.
16. I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

Place and Date:

(Signature of Applicant)
