

No. K-17/2/2025-MoC  
(E-123297)  
Government of India  
Ministry of Cooperation

1st Floor, Akshay Urja Bhawan, CGO Complex,  
Lodhi Road, New Delhi-110003  
Date: 20<sup>th</sup> January, 2026

**VACANCY CIRCULAR**

**Subject. Engagement of retired Central Government employees as consultants in Ministry of Cooperation.**

Ministry of Cooperation invites applications for engagement of consultants from retired Government Servants (of the level of Under Secretary) purely on Contract Basis, initially for a period of one year, which can be extended by another year subject to the performance. The details regarding eligibility criteria, terms of references, etc. are as under:

Name of position	No. of Positions	Qualifications	Experience
Consultant (Under Secretary Level)	1 (One)	<p>1. Should be a retired employee of a central/state government/autonomous body, or statutory body, and served for not less than five years at the level of Under Secretary or equivalent.</p> <p>2. Bachelor's degree from a government-recognized institution in any stream.</p>	<p>1. Should have worked in the Department of Higher Education, Ministry of Education, Government of India, or the Higher Education Department, State Government, UGC, or AICTE; and</p> <p>2. Should have at least three years of experience in establishing/ regulating/ coordinating/monitoring the functioning of a Central/State University or Institution of National Importance (INI) or CFTIs (Centrally Funded Technical Institutions) as per the list maintained by the Department of Higher Education, Government of India; and</p> <p>3. Should have a good understanding of the Central University Act 2009 or any Acts of other Central/State Universities/INI/CFTI, UGC, and AICTE regulations, etc.</p> <p><b><u>Desirable skill:</u></b></p> <p>1. Conversant in preparing and drafting reports, proposals, and other forms of documentation, good communication and liaison skills, etc.</p>

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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 (estt-coop@gov.in) with duly filled Bio-data ANNEXURE-II, along with a copy of the PPO/Pensioner card to the undersigned **within 21 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.

  
(Ajit Kumar Sharma)

Under Secretary to the Govt. of India  
Tele: 011-20849147

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.

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 consultant 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 consultant 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 one year which may be extended further for one year on the basis of performance.
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 consultant 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 consultant will not confer any right on the part of individual for permanent appointment to the post.

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13. The Consultant shall continue to draw pension and dearness relief on pension, if any, during the period of his engagement as consultant. His 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 termination and such other action as Government may deem necessary.

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**Application for engagement as Consultant in Ministry of Cooperation**

Affix your  
passport size  
photo

Post applied to:

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./Organization from which retired:
9. Name & Details of Supervisory Officer under which last served:
10. Last pay drawn (copy of PPO should be enclosed):
11. Education Qualifications:
12. Detail of Experience:

S. No.	Designation & Ministry/Department/ Organization	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:

Date:

(Signature of Applicant)

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