

No. A-12034/01/2022-Ad.I
Government of India
Ministry of Corporate Affairs

5 Floor, 'A' Wing, Shastri Bhawan,
New Delhi, dated 29th September, 2022

VACANCY CIRCULAR

Subject: Engagement of Consultants (Retired Govt. Servants) in the Ministry of Corporate Affairs - reg.

The Ministry of Corporate Affairs invites applications from retired Central Govt. servants for engagement as Consultants on contract basis, initially for a period of one year from the date of engagement which may be extended by another one year, subject to the requirement of the Ministry and satisfactory performance of the consultant.

2. Terms and Conditions of the engagement are as under.

- I. Number of Posts - 02 posts.
- II. Eligibility criteria: Should have retired from the posts of Section Officer/Under Secretary/Deputy Secretary/Director of the Central Secretariat Service (CSS).
- III. Age limit: Maximum age limit is 63 years (as on last date of receipt of application).
- IV. Experience: Should have experience in the fields of Establishment, Budget, Finance, General Administration including procurement of goods and services, processing and formulation of Schemes run by Central Government, Policy and Planning, Rules and Regulations governing civil services etc. and should be able to independently process and prepare proposals relating to above. The person must be able to work in MS Word, Power Point and should be proficient in noting, drafting and examining proposals/ cases.
- V. Salary of the consultants will be fixed on '**Last pay drawn minus basic pension**' basis. No increment and Dearness Allowance shall be allowed during the term of the contract.
- VI. In addition to the above salary, consultants will also be entitled to a fixed rate of Transport Allowance (TA) of Rs.3000/- per month. TA will remain unchanged during the term of appointment.



- VII. Consultants will not be entitled to any other allowances/perk.
- VIII. The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation.
- IX. Leave: Paid leave may be allowed at the rate of 1.5 days for each completed month of service rendered as Consultant. No payment in lieu of unutilized leave will be paid by this Ministry at the time of expiry of contract. Accumulation of leave beyond a calendar year will not be allowed.

3. Other Terms and Conditions:

- i. Headquarter of Consultants will be New Delhi.
- ii. They will not be entitled to telephone facilities, staff car, and residential accommodation from Central Government pool.
- iii. The engagement of the Consultant will be purely on Contractual basis.
- iv. The engagement may be curtailed at any time by giving a 15 days notice, before the expiry of contract.
- v. The consultant shall sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.
- vi. The Consultants may be called in the Office on Saturdays, Sundays and other Gazetted Holidays or may be asked to sit late in the office after office hours, in case of exigencies of work. No extra allowance will be paid for the same.
- vii. TDS as admissible shall be deducted from the monthly remuneration. A TDS Certificate will be issued by the concerned DDO on demand.
- viii. Consultants will have to follow the normal working hours as prescribed (i.e. 09:00 AM to 05:30 PM). However, in case of exigency/ need, may have to sit late to complete the time bound work and even attend office on holidays and weekly offs.

4. Willing retired officers, who can join immediately, may submit their particulars in the enclosed format along with relevant documents to the Section Officer, Admin-I section, Room No. 518, A-wing, Shastri Bhawan, New Delhi, latest by 07.11.2022.

Rhas

5. CS Division is requested to give wide publicity to this circular.



(Riazul Haque)

Under Secretary to the Government of India

To:

1. All Ministries/Departments of Government of India.
2. CS-I Division, DoP&T, Lok Nayak Bhawan, New Delhi-110003 (for wide circulation and to upload the circular on DOP&T website).
3. E-Governance Cell, MCA (with the request to upload the circular on MCA website).
4. DDG (Stats)
5. Guard File.

(FORMAT)

**Application for the post of Consultant on contract basis in the Ministry of
Corporate Affairs**

1. Name in full (in Block letters) :
2. Father's Name/Husband's Name :
3. Nationality :
4. Sex :
5. Date of Birth :
6. Age as on date :
7. Present Address :
Tel :
Mobile :
e-mail :
8. Permanent Address :
9. Date of Joining in the Govt. Service :
10. Date of Retirement and the post from
which retired :
(enclose copy of retirement order) :
11. Name of the Ministry from which retired:
12. Last pay Drawn (please enclose copy) :
13. Details of Computer knowledge :
14. Educational and Technical Qualifications:

Exams Passed	Name of the University	Year of Passing	Subject	Division	Percentage of Marks obtained

15. Experience details in Establishment matters:

Ministry/ Department	Name of Post	Pay Scale /Salary	Period		Nature of duties
			From	To	

16. References of two superior officers under whom the applicant has worked
in different assignments:

Particulars	Reference 1	Reference 2
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Name		
Designation		
Ministry/ Department		
e-mail ID		
Contact Number		

Declaration

I solemnly declare that all 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/ incomplete OR ineligibility detected at any time before OR after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Ministry of Corporate Affairs.

Signature
(Full name of the applicant)

Place:

Date: