

CIRCULAR

Subject: Engagement of 04 (Four) retired Central Government officers for Secretarial work (Non-Technical) as Consultant (Section Officer & Asst. Section Officer) in the Ministry of Earth Sciences, purely on contractual basis.

It is proposed to prepare a panel of retired Central Government Officers (Section Officers & Asst. Section Officers) who were holding analogous posts in Government Ministries/Departments for engagement as Consultant (03 Section Officers & 01 Asst. Section Officer) on full time basis in the Ministry of Earth Sciences, purely on contractual basis.

2. Details regarding eligibility criteria, terms & conditions and remuneration are as follows:

a. Eligibility

- I. Must have retired at least from Central Government Service at Section Officer/ Assistant Section Officer (CSS) level.
- II. Must be well acquainted with the functioning of Government/Ministries.
- III. Should be well aware of various rules/regulations of Government of India, capable to handle administrative matters framing of Recruitment Rules, Gen. Admin. matters, Vigilance matters, Cash matters etc.
- IV. Age limit. up to 65 years (preferable 63 years)

b. Terms & Conditions

- I. Engagement shall initially be for a period of one year or till regular incumbents become available, whichever is earlier.
- II. Engagement may be extended further subject to satisfactory performance and recommendations of the concerned controlling officer.
- III. Extension of engagement, if any, shall be at the sole discretion of competent authority.
- IV. Engagement may be terminated at any time by the competent authority without assigning any reason and without any notice.
- V. Consultant in ASO grade will get consultancy fee @ Rs. 30,000/month and Consultant in Section Officer Grade will get consultancy fee @ Rs 35,000/month or Last Pay Drawn minus Pension whichever is less, along with Transport Allowance as per instructions contained in DoE OM No.3-25/2020-E.IIIA dated 09/12/2020. No other allowance shall be admissible to the consultant.

VI. Consultant will be allowed the paid leave of absence at the rate of 1.5 days for each completed month of service.

VII. The consultant will not be entitled to absorption to the post held by him or any other benefits applicable to the regular employees.

VIII. The consultants at the level of Section Officer must be retired from Section Officer or Equivalent Post and the consultants at the level of Asst. Section Officer must be retired from Asst. Section Officer or Equivalent Post.

IX. Working hours shall be from 9.00 am to 5.30 pm. However, in exigencies of work he/she may be required to sit late and may be called on Saturday/Sunday and other Gazetted holidays.

X. Recruitment is only for Ministry of Earth Sciences at Prithvi Bhavan (Opp. Habitat Centre), New Delhi-110 003.

XI. No typing assistance shall be provided.

XII. The consultants will require to give an undertaking that they will adhere to the principles of fairness, impartiality, transparency and will avoid conflict of interest respecting relevant Government policies and principles.

3. The person who fulfils the eligibility criteria and is willing to offer his services as consultant, may submit applications in the prescribed proforma as in Annexure-I to reach physically on or before 26.02.2022 by 5.00 PM to:

The Under Secretary (Estt.)
Ministry of Earth Sciences
Prithvi Bhawan, Lodhi Road, New Delhi-110003.

Further, for selection purpose, decision of the Selection Committee will be final and binding on all candidates. Application received with incomplete information or received beyond the closing date/time will not be considered and summarily rejected without any further communication.

4. The Ministries/Departments may also give wide publicity of this Circular among their staff/ Attached/Subordinate Offices etc.

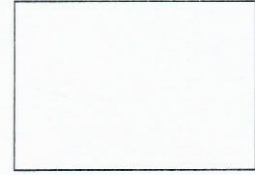


(Dharkat R. Luikang)

Under Secretary to the Govt. of India

To

1. NIC for uploading on e-office portal as well as this Ministry's website.
2. Department of Personnel and Training (Under Secretary, CS-I (Coord) Division), Lok Nayak Bhawan, Khan Market, New Delhi- 110003 for uploading on its website for wide publicity. (email: r.chakrapani@nic.in)

PROFORMA

**Engagement as Consultant in Ministry of Earth Sciences,
'Prithvi Bhavan', Lodhi Road, New Delhi**

1. Name :
2. Date of Birth :
3. Contact Number (Mobile) :
4. Address of Communication :
5. Post from which retired :
6. Date of joining in Government Service :
7. Date of Retirement :
8. Name of Ministry/Department
from which retired :
9. Last Pay Drawn :
(whether copy of PPO enclosed) :
10. Educational Qualifications :
11. Details of knowledge in computer :
12. Brief particulars of experience :

Post Held	From	To	Ministry/Department	Subjects handled (in brief)

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement.

(signature of the applicant)