

MoES/24/01/2023-DOM-Part(4) (efile 17739)
Government of India
Ministry of Earth Sciences

New Delhi, the 30th December, 2025

OFFICE MEMORANDUM

Subject: Engagement of Consultants in Ministry of Earth Sciences-reg.

The Ministry of Earth Sciences invites applications from retired Government Officers for engagement as Consultants initially for a period of one year, which can be extended or curtailed as per the requirement and satisfactory performance.

2 The details including eligibility criteria, terms & conditions, are enclosed (Annexure I). The ministry of Earth Sciences reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.

3 The last date for receipt of applications, in the prescribed format shall be 30 days from the date of uploading of vacancy notice on MoES website (excluding the date of uploading). Applications received after due date or without supporting documents will not be considered.

4 Applications as per format enclosed (Annexure II) may be sent to: The Programme Director, DOM, Ministry of Earth Sciences, Room No. 301, Prithvi Bhawan, Lodhi Road, New Delhi- 110003

(Meena Gopinath) 30/12/25

Under Secretary to Govt. of India
Tele: 011-24669510

To:

- 1 IT Section, MoES – with a request to upload this Vacancy Circular on MoES' website
- 2 Under Secretary (CS-I), CS Division, DoPT, Lok Nayak Bhawan, Khan Market, New Delhi – with a request to upload this vacancy circular on DoPT's website

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F. No. MoES/24/01/2023-DOM (e-13082)
Government of India Ministry of Earth Sciences
Deep Ocean Mission Secretariat

1h.
Dated, the 30 December 2025

CIRCULAR

Subject: Engagement of Consultants in MoES — regarding.

Ministry of Earth Sciences invites applications from retired officers of Central Government Ministries / Departments having experience of functioning in Government organizations for the following positions:

Designation	No. of posts	Essential Qualification	Work Experience/ Job Profile
Finance Officer/ Deputy Secretary	1	Retired at the level of Deputy Secretary/ Finance Officer/ Equivalent/ above. (Pay Level – 12)	Having good working computer knowledge and experience in Financial Matters, GFR, DFPR, Audit, Govt. Financial Management System, etc.
Accounts Officer/ Senior Manager -	1	Retired at the level of Accounts Officer/ Senior Manager/ Under Secretary equivalent/ above. (Pay Level – 12)	Having good working computer knowledge and experience in Cash related matters, Financial Matters, Audit & Accounting, PFMS, Govt. Financial Management System etc.

2. The applicant is required to have at least 2 years of relevant work experience as per the applied Job profile in pay levels equivalent or above to the afore- mentioned posts.
3. The details including brief job-description, eligibility criteria, terms of reference, form of application etc. for engagement of 02 number of consultants are available on MoES's website (www.moes.gov.in) and DoPT's website (www.dopt.gov.in). MoES reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.
4. Last date for receipt of application is 30 days from the date of issue of circular/ uploading in the MoES's website (excluding the date of uploading). Applications received incomplete or after the due date will not be considered.
5. Intended retired officers, having good health and willing to work as consultants in the MoES may submit their application to the Programme Director, Deep Ocean Mission, Ministry of Earth Sciences at the address mentioned below within due date along with copy of PPO, LPC and APARS for the last three years:
6. The engagement shall be initially for a period of one year, which may be extended or curtailed as per the requirement and satisfactory performance of the Consultant. The term of appointment shall not be extended beyond 5 years after the superannuation or Sixty-five years of age, whichever is earlier. The job location shall be Ministry of Earth Sciences, Prithvi Bhawan, Lodhi Road, New Delhi - 110003.

1h.
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7. The terms and conditions for engagement of such consultant viz. remuneration, eligibility, leave, working hours etc. shall be regulated by the Department of Expenditure's O.M. No. 3-25/2020-E.IIIA dated 09.12.2020. The detailed Terms and Conditions of the engagement are mentioned in **Annexure-I**.

8. The Ministry of Earth Sciences reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.

9. The retired government servant engaged as consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as consultant. The engagement as consultant shall not be considered as a case of re-employment.

10. Interested persons must submit their application in the prescribed format (**Annexure-II**) as enclosed herewith along-with the APARs of three years preceding the superannuation to: -

**The Programme Director, DOM), Ministry of Earth Sciences, Room No. 301,
Prithvi Bhawan, Lodhi Road, New Delhi - 110003**

Meena Gopinath
30/12/20

(Meena Gopinath)

Under Secretary to the Government of India,

Tele: 011-24669510

Email: meena.gopinath34@nic.in

To

1. NIC Cell of MoES for uploading on the website of MoES.
2. Under Secretary, CS-1, DoPT, Lok Nayak Bhawan, Khan Market, New Delhi for uploading in their website.

ANNEXURE-I**Terms and Conditions****1. Eligibility:**

1.1 The applicant should not have attained the age of 63 years on the closing date of applications and should be in good health for discharging his/her official duties effectively.

1.2 The applicant should have fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.

1.3 The applicant should have good communication and interpersonal skills and should be well conversant with noting/drafting.

1.4 The applicant should have expertise in office procedure, etc.

1.5 No disciplinary proceedings should be pending against the applicant.

2. Engagement:

2.1 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry.

3. Working Hours and Leave:

3.1 The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies or work.

3.2 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.

4. Remuneration & Tax Deduction at Source:

4.1 The consultant shall be paid a fixed monthly amount calculated as under:

**Last Pay Drawn (Basic Pay) - Basic Pension + Transport Allowance
(applicable at the time of retirement)**

The amount of remuneration so fixed shall remain unchanged for the term of contract. Release of monthly remuneration is subject to productions/ submission of satisfactory performance certificate from the concerned controlling officer.

4.2 The Income Tax or any other tax will be deducted at source as per Government of India instructions.

5. Confidentiality of data and documents:

5.1 The Intellectual Property Right (IPR) of the data collected as well as deliverables produced for the Ministry/organization shall remain with the Ministry.

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5.2 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for the Ministry without the express written consent of the Ministry.

5.3 The Consultant would be required to sign a non-disclosure undertaking as per Annexure-III.

6. Conflict of Interest:

6.1 The Consultant shall in no case represent or give opinion or advice to others in any matter which is averse to the interest of the Ministry nor will he indulge in any activity outside the terms of the contractual assignment.

7. Termination of Agreement:

The Ministry may terminate the contract to which these terms apply, if: -

- i. The Consultant is unable to address the assigned work.
- ii. Quality of the assigned work not to the satisfaction of the Controlling Officer/ Competent Authority in the Ministry.
- iii. The consultant is found lacking in honesty and integrity.
- iv. The Competent Authority in the Ministry may also terminate the contract at any time without giving any notice and also without assigning

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ANNEXURE-II

Application for engagement as Consultant on contract basis in the Ministry of Earth Sciences, Government of India, New Delhi.

Name (In Capital Letter)	
Mother's/ Father's/ Husband's Name	
Date of Birth	
Address for Correspondence	
Permanent Address	
Contact No./Mobile No.	
Email ID	
Educational/ Technical Qualification(s)	
Details of Experience to be attached in proforma appended as "APPENDIX"	
Post held on retirement and Pay Scale	
Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO.	
Special Achievement (if any) along with supporting documents.	
Any other relevant information (use a separate sheet, if necessary)	

The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure I and they are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

Date:

Signature of the Applicant

[Handwritten Signature]
30/12/25.

APPENDIXDetails of experience

Period	Name of Office/ Organization	Post held and Remuneration (Pay Band with Grade Pay/ Level of Matrix, if applicable)	Description of duties performed

Name/Signature: -

Y. K. Sharma
30/12/25

ANNEXURE-IIINON-DISCLOSURE UNDERTAKING

To,
The Joint Secretary (Admn.)
Ministry of Earth Sciences
Prithvi Bhawan,
Lodhi Road, New Delhi -10003

Sir,

I hereby undertake

- to treat all the information that come to my knowledge as part of my duties in this Ministry as confidential information and keep it strictly confidential.
 - not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
 - to hold such confidential information in trust and confidence both during and after the terms of my engagement.
 - not to engage in any other employment/ occupation/ consultancy or any other activity during my engagement with Ministry of Earth Sciences which would otherwise conflict with my obligations towards Ministry of Earth Sciences.
 - to abide by data security policy and related guidelines issued by Ministry of Earth Sciences.
 - not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
 - to maintain highest standards of ethics & integrity during the period of engagement as consultant.
2. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to the Ministry any records/ material, equipment, documents or data which is of confidential nature.
3. I shall keep Ministry of Earth Sciences informed of any change in my address or contact details during the period of my engagement:
4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws being in force.
5. For the purpose of this undertaking, Confidential Information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature)

Name: _____
Address & No. _____

Date: _____

Y. Sundar
20/12/25