Sub: Engagement of Retired Central Government Officers at Section Officer Level

It is proposed to prepare a panel of retired/retiring Government employees to work as full time Consultants at Section Officer level in Ministry of Earth Sciences at Prithvi Bhawan (Opp. Habitat Centre), Lodhi Road, New Delhi – 110003.

2. Willing and eligible retired/retiring officers of the Government of India may send their biodata as per Annexure attached (Overleaf) to the Under Secretary (Estt.), Ministry of Earth Sciences, Room No.206, Prithvi Bhawan, New Delhi on or before 13/11/2017. The terms and conditions and remuneration are as follows:-

I. Eligibility
   i) Must have retired at least from Central Government Service at 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 Govt. of India, capable to handle administrative matters framing of Recruitment Rules, Vigilance Matters, Court Case etc.
   iv) Must have working knowledge of computer.
   v) Age limit up to 65 years (preferable 63 years).

II. Terms & Conditions

   The engagement of consultants shall be subject to the following conditions:-
   i) Engagement shall initially be for a period of one year or till regular incumbents becomes available whichever is earlier.
   ii) Extension of engagement, if any, shall be at the sole discretion of competent authority.
   iii) Working hours shall be from 9:00 am to 5:30 pm during working days including half an hour lunch break between 1:30 pm to 2:00 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.
   iv) Engagement may be terminated at any time by the competent authority without assigning any reason and without any notice.
   v) Requirement is only for Ministry of Earth Sciences at Prithvi Bhawan (Opp. Habitat Centre), New Delhi – 110003.
   vi) No typing assistance shall be provided.

III. Remuneration

   The consolidated consultancy fee to be paid would be Rs.35,000/- per month.

3. Ministries/Departments may also give this circular a wide publicity among their staff and bring it to the notice of their Attached Offices

To
1. All Ministries/Departments of the Government of India
2. Notice Board/All Sections of M/Earth Sciences

Copy to:-
1. IT Cell for uploading it on the website of Ministry
APPLICATION FOR ENGAGEMENT AS CONSULTANT IN
MINISTRY OF EARTH SCIENCES

1. Name in full (in Block Letters) : 

2. Father’s Name : 

3. Nationality : 

4. Sex : 

5. Date of Birth : 

6. Age as on date (13/11/2017) : 

7. Contact Number (Mobile)/e-mail : 

8. Address for Communication : 

9. Date of Joining in Government Service : 

10. Date of Retirement : 

11. Name of the Ministry/Department From which retired : 

12. Last Pay Drawn (as per 6th/7th CPC) : 

13. Educational / Technical Qualifications:

<table>
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<tr>
<th>Exams Passed</th>
<th>Name of the Board/ University</th>
<th>Year of Passing</th>
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14. Experience details of all previous and present/Last employment:

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<tr>
<th>Name of the Employer</th>
<th>Name of the Post</th>
<th>Period From</th>
<th>Period To</th>
<th>Nature of Duties</th>
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15. Any other relevant information :

DECLARATION

I solemnly declare that all the statements made in this 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 being 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 Earth Sciences.

Signature
(Full name of the applicant)

Place:
Date: