

No.21/02/2020-CS-I (Coord)
Ministry of Personnel, Public Grievances Pension
Department of Personnel & Training
(C.S.I Division)

2nd Floor, 'A' wing,
Lok Nayak Bhawan,
Khan Market, New Delhi
Dated 07th January, 2021

OFFICE MEMORANDUM

Subject:- Engagement of Consultants in Ministry of Home Affairs-reg

The undersigned is directed to circulate the Vacancy Circular No. 22003/03/2018-CIS.II Vol.III dated 28th December, 2020 (along with enclosures) received from Ministry of Home Affairs who have invited applications from retired Central Government servants and the personnel who are to retire on 31.12.2020 on attaining the age of superannuation for engagement as Consultants on contract basis.

2. In case of any further clarification, applicants are requested to contact the concerned Ministries/Departments.



(P. Bairagi Sahu)

Deputy Secretary to the Government of India

Tele:- 24629412

All Ministries/Departments (through DOPT's website)

Government of India
Ministry of Home Affairs
CIS Division

Room No. 192-A, North Block,
New Delhi, Dated the 28th December, 2020


Circular

Subject: Engagement of Consultants in MHA – regarding.

Ministry of Home Affairs invites applications from retired officers of Central Government Ministries / Departments having experience of functioning in Government organizations. The personnel who are to retire on 31.12.2020 on attaining the age of superannuation are also eligible.

2. The details including brief job-description, eligibility criteria, terms of reference, form of application etc. for engagement of 05 number of consultants are available on MHA's website (www.mha.gov.in) and DoPT's website (www.dopt.gov.in).
3. MHA reserves the right to accept or reject in part or in fully 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 MHA's website (excluding the date of uploading). Applications received incomplete or after the due date will not be considered.
5. Intended retired officers, born on or after 01.12.1956, having good health and willing to work as consultants in the MHA may submit their applications to the undersigned at the following address within due date along with copy of PPO, LPC and APARS for the last three years:

Under Secretary(CIS-II),
Room No. 192-A,
Ministry of Home Affairs,
North Block, New Delhi-110001


(B. L. Meena)

Under Secretary(CIS-II)

Tele: 23093649

Email: barjmohan.meena@nic.in

To

1. NIC Cell of MHA for up-loading on the websites of MHA.
2. Under Secretary, CS-I Section, DoPT, Lok Nayak Bhawan, Khan Market, New Delhi for uploading in their Website.

**Ministry of Home Affairs
(CIS Division)**

1. JOB DESCRIPTION :

| Essential Qualification | Work Experience/ Job Profile |
|--|---|
| Retired at the level of Dy. Secretary or equivalent in Level 12 of Pay Marix as per 7 th CPC or in PB-III with GP Rs. 7,600 as per 6 th CPC. | Having good working computer knowledge and experience in Administrative & Establishment/ Procurement procedure/ Financial/ Secretariat Matters, RTI, Court Cases, Parliamentary issues etc. |
| Retired at the level of Under Secretary or equivalent in Level 11 of Pay Marix as per 7 th CPC in PB-III with GP Rs. 6,600 as per 6 th CPC. | |
| Retired at the level of Assistant Controller of Accounts/Sr. Accounts Officer from Organised Accounts Services in Level 10 of Pay Marix as per 7 th CPC in PB-III with GP Rs. 5,400 as per 6 th CPC. | Having good working computer knowledge and experience in Financial Matters, Audit & Accounting, PFMS, Govt. Financial Management System etc. |
| Retired at the level of Section Officer or equivalent in Level 8/10 of Pay Marix as per 7 th CPC in PB-II/III with GP Rs. 4,800/5,400 as per 6 th CPC. | Having good working computer knowledge and experience in Administrative/ Establishment/ Procurement procedure/ Secretariat matters, RTI, Court Cases, Parliamentary issues etc. |

2. PERIOD OF ENGAGEMENT:

- 2.1 The initial engagement as Consultant would be for a period of one year, which may be extended beyond one year depending upon the requirement of MHA and performance review of the consultants or **but shall not be extended beyond 5 years after superannuation.**
- 2.2 The engagement of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with MHA.
- 2.3 The engagement of Consultants would be of a temporary nature against the tasks assigned. The engagement can be cancelled at any time by MHA without assigning any reason.

3. GENERAL REQUIREMENTS FOR CONSULTANTS :

- 3.1 The candidate should have retired from Central Government Ministries / Departments having experience of functioning in Government bodies preferably in the concerned fields for the role of Consultant. The personnel who are to retire on 31.12.2020 on attaining the age of superannuation are also eligible.
- 3.2 Age: Born on or after 01.12.1956

4. REMUNERATION PAYABLE TO CONSULTANTS :

- (a) A fixed monthly amount shall be paid as per the Governments norms, arriving at by deducting the basic pension (gross) from the last basic pay drawn at the time of retirement;

(b) No increment and Dearness Allowance shall be allowed during the term of the contract.

5. PROCEDURE FOR SELECTION OF CONSULTANTS :

Candidates meeting the conditions in Para-1 above shall be shortlisted based upon criteria formulated by MHA. The Communication shall be on the postal address given in the application and /or through e-mail ID given by the Candidates.

6. WORKING FACILITIES TO BE PROVIDED :

Only the basic working facilities / infrastructure will be provided to the Consultants. No Transport or Telephone / Internet facility at residence etc. shall be provided.

7. OTHER ENTITLEMENTS OF CONSULTANTS :

7.1 LEAVE :

Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed.

7.2 TA/DA :

No TA/DA shall be admissible for joining the assignment or on its completion. The Consultants would be entitled to draw TA/DA for work-related travel as per his/ her last entitlement at the time of retirement as per the Government norms, in case he/she is deputed for official work outside Delhi/NCR.

7.3 ACCOMMODATION /HRA:

No accommodation or HRA will be provided by MHA.

7.4 TRANSPORTATION ALLOWANCE

A fixed amount of Rs.7,200/- as Transport Allowance for the purpose of commuting between the residence and the place of work shall be paid. The amount so fixed shall remain unchanged during the term of appointment. No Dearness Allowance shall be admissible on the Transportation Allowance.

8. CONFIDENTIALITY OF DATA AND DOCUMENTS

The Consultants shall not utilize or publish or disclose or part to third party any data or statistics or proceedings or information gathered during the course of this assignment without the written consent of MHA. The Consultant shall sign an agreement of confidentiality with the Government of India to this effect which shall contain a clause on Ethics and Integrity.

9. WORKING HOURS

The Consultants shall have to work as per the working hours of MHA. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holidays.

10. **RIGHTS OF MHA**

MHA reserves the right to cancel and not to proceed in the matter for engagement of Consultants at any stage without giving any reason, whatsoever.

11. **TERMINATION OF ENGAGEMENT**

MHA may terminate the services of the Consultants , if:

- 11.1 The Consultant is unable to accomplish the assigned works.
- 11.2 Quality of the accomplished work is not to the satisfaction of MHA.
- 11.3 The Consultant fails in timely achievement of the milestones as decided by MHA.
- 11.4 The Consultant is found lacking in honesty and integrity.
- 11.5 Posting of a government official who could do the Consultant's job.
- 11.6 The requirement of Consultant for the work assigned ceased to exist.
- 11.7 The undertaking given by the candidate is found false.
- 11.8 The consultant completes 5 years of retirement.

12. The services can be terminated by giving fifteen days' notice in writing from either side. The termination will be without prejudice to either party's rights accrued before termination.

APPLICATION FORMAT FOR CONSULTANT

| |
|---|
| Photograph (Self – attested with signature |
|---|

1. Name in full (BLOCK LETTER)
2. Father's Name
3. Address for correspondence with Pin Code
4. Tel/Mobile No. & email id
5. Date of Birth & Date of superannuation from Govt. Service
6. Last post held at the time of retirement & Office
7. Name & address of last Office from which retired
8. PPO & LPC No.(copies to be attached)
9. APARS for the last three years(To be attached)
10. Last pay drawn at the time of retirement
Pay level (as per pay matrix 7th CPC)-
11. Educational Qualification
12. Brief particulars of experience in Govt. Service (For the last 10 years)
(Attach a separate sheet, if necessary)

| Ministry/department /Organisation | Post held | Period | Nature of Work |
|--------------------------------------|-----------|------------|----------------|
| | | From To | |
| | | | |

13. Details of present employment
(Wherever applicable)
14. Additional relevant information, if any, in support of your suitability for the said engagement
(Attach a separate sheet if necessary)

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of consultants. I also understand that action against me will be taken by the concerned authorities, if I am declared by them to be guilty of any type of misconduct mentioned herein.

Signature of candidate

Name: _____

Place:
Date: