

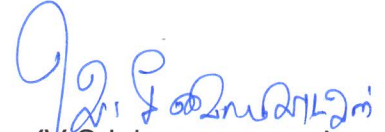
F.No. 21/4/2015-CS.I (P)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

Lok Nayak Bhawan, New Delhi
Dated 25th August, 2015

OFFICE MEMORANDUM

Subject: - Engagement of 05 Consultants in the grade of Section Officers on contract basis in the Ministry of Women and Child Development.

Ministry of Women and Child Development has invited applications for engagement of 05 Consultants in the grade of Section Officer purely on contract basis. The terms and conditions, job requirement of the posts etc. are annexed for information of CSS officers.


(V Srinivasaragavan)

Under Secretary to the Government of India

 24629412

All Ministries/Departments (through Website of DOP&T)


No.12-3/2015-Admn
Government of India
Ministry of Women & Child Development

Shastri Bhawan, New Delhi-1,
Dated: 7th August, 2015

Subject: Engagement of 05 Consultants in the Grade of Section Officers on contract basis in the Ministry of Women and Child Development.

The Ministry of Women & Child Development has decided to engage 05 (five) consultants in the Grade of Section Officer purely on contract basis on the following Terms & conditions:-

- (i) The engagement of the Consultants will be purely on contract basis and will not confer any right for regular appointment in the Ministry.
- (ii) Candidates should not be more than 62 years of age on the last date for receipt of applications in the Ministry. He/she should have good knowledge of Govt. rules and procedures. The consultants should have communications and interpersonal skills, knowledge of computer applications.
- (iii) Initially the contract period would be for one year, and may be further extended on year to year basis, subject to functional requirements as also subject to appraisal of the performance of the consultants.
- (iv) The persons engaged as consultant should have expertise in drafting/noting, budget/accounts etc. The Consultants would provide secretarial services, office support in order to ensure a high level of efficiency and effectiveness of office administration.
- (v) Persons retired from the post of Section Officer are eligible for the posts and they will be paid a monthly consolidated remuneration of Rs. 35,000/- per month subject to condition that pension drawn and remuneration payable should not exceed the quantum of last pay drawn.
- (vi) Income Tax or any other tax will be deducted as per Government instructions.
- (vii) Besides remuneration, they shall not be entitled to any allowance such as DA, transport facility, residential accommodation, CGHS, Medical reimbursement etc.
- (viii) The Consultants shall be entitled to avail 12 days of absence, in a year with remuneration.
- (ix) Reimbursement of TA/DA when deputed out station on official duty may be regulated as per rules applicable i.e. the entitlement immediately before retirement.



- (x) The Consultants shall be required to observe the normal office timing. They may also be called upon to attend the office on Saturday, Sunday or any holiday in case of urgency.
- (xi) The Government may terminate the contract at any time without giving any notice and also without assigning any reason.

2. The persons who fulfil the eligibility criteria and are willing to offer their services as consultants may submit their resume indicating experience, in detail, along with a copy of PPO, within the 15 days from the date of issue of this circular to Section Officer (Admn), Ministry of Women and Child Development, Room No. 619, A-wing, Shastri Bhawan, New Delhi-110001.

3. It is requested that Ministries/Departments may give this circular wide publicity among their staff and may bring it to the notice of their subordinate /attached officers.



(S.K. Choudhary)

Under Secretary to the Government of India

Ph: 23384482

All Ministries/Department of Government of India

Copy to:-

1. All Bureau/Divisional Heads of the Ministry
2. PS to Secretary (WCD)/PPS to AS(PS)/PPS to AS(NGB)
3. PS to JS&FA/DS(Finance)
4. Under Secretary, CS-I Division for putting this circular on DOPT's site under opportunities for retired CSS Officers icon.
5. Technical Director, NIC for uploading on website.
6. Guard File.