

**File No.21/2/2010-CS-I(S)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

2<sup>nd</sup> Floor, Lok Nayak Bhavan  
Khan Market, New Delhi-110003  
Dated: 20<sup>th</sup> September, 2010

**OFFICE MEMORANDUM**

20 SEP 2010

Subject: Engagement of consultants of all types (including Stenographers/PAs) on short term/contract basis in the M/o Culture.

Reference M/o Culture's D.O. letter No. 900/Secy./Cul./10 dated 20.07.2010 on the subject mentioned above.

2. Ministry of Culture has requested for engagement of consultants/Stenos of all types (including stenographers/PAs) on short term/contract basis, for which essential criteria is as follows:-

i) Services of full time Consultants with proven experience and expertise in (a) Administrative (i.e. RRs/Vigilance & Disciplinary Proceeding) /Record Management, (b) Finance, (c) Procurement and (d) Legal matters are required, on short-term basis in a Central Government Ministry. Letters of interest with Curriculum Vitae are invited from Retired Central Govt. employees of the Grade Pay of Rs.5,400 and above and with a minimum of 10 years relevant experience in (a) to (d) above for empanelment.

(ii) Services of Stenographers with experience of around 10 years preferably with the Government are also required on short-term basis.

(iii) The maximum age limit for these positions is 65 years. The contract will be offered after assessing the qualifications and experience and their fitness with the specific needs of the Ministry, initially for a period of one year, which may be extended by another one year depending upon the satisfactory review of the performance.

3. Cadre units are requested to intimate the retired and interested Govt. employees who fulfill the above criteria to enable them to correspond with Ministry of Culture directly.

  
(K. Suresh Kumar)

Under Secretary to the Govt. of India  
Ph.-24642705

To  
All cadre units of CSS

