

No. A- 41013/1/2013-Admn.I
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North block, New Delhi, dated 15th April, 2013

CIRCULAR

Subject: Engagement of three Consultants for RTI Help Desk in the Department of Personnel & Training.

The Department of Personnel & Training intends to engage three Consultants in the Department of Personnel & Training for manning a RTI, Help Desk, located in Lok Nayak Bhavan, Khan Market, New Delhi. The interested persons who possess the following eligibility criteria are to be considered for the aforesaid engagement:


- i. Degree of a recognized University.
- ii. Must have retired from Central Government Service at the level of Section Officer/Under Secretary.
- iii. The upper age limit should be 62 years as on the last date for submission of application for the post.
- iv. Must be well versed with the provisions of the RTI Act, 2005.

2. The engagement of Consultants shall be subject to the following conditions:

- a) The engagement shall be initially for a period of six months, which may be extended, subject to the approval of the competent authority.
- b) Working hours shall normally be from 9.00 a.m to 5.30 p.m during working days including half an hour lunch break in between. However, in exigencies of work, they may be required to sit late and they may be called on Saturday/Sunday and other Gazetted holidays.
- c) Consultant shall be eligible for 4 days leave during the period of six months. However, unavailed leave cannot be carried forward, in case of extension beyond six months.
- d) The engagement may be terminated at any time by the Government without assigning any reason by giving a notice of fifteen days.
- e) The consultancy fee would be last pay drawn minus pension.

3. The persons who fulfill the eligibility criteria and are willing to offer their services for the aforesaid job may submit their applications in the prescribed proforma (enclosed) latest by 30th April, 2013 to Under Secretary(Admn.), Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, North Block (Ground Floor, Room No. 3A/II), New Delhi latest by 30th April, 2013.

Encl: As above


(Priya Mahadevan)
Under Secretary to the Government of India
Phone: 2309 -2982

PROFORMA

ENGAGEMENT AS CONSULTANTS IN THE DEPARTMENT OF PERSONNEL & TRAINING

*Recent passport
size photo to be
pasted here*

1. Name
2. Date of Birth
3. Contact Number
4. Address for communication
5. Date of joining Government Service
6. Date of retirement and
the post in which retired
7. Name of the Ministry/Department from
which retired
8. Last Pay drawn
(Copy of PPO to be enclosed)
9. Educational Qualifications
10. Details of knowledge in computer
11. Brief particulars of experience

Post held	From	To	Ministry/Department	Subject handled in brief

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement.

Signature of the applicant