

No.21/7/2023-CS.I (Coord.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS.I Division)

Lok Nayak Bhawan, New Delhi
Dated the 10th May, 2023

OFFICE MEMORANDUM

Sub: Vacancy Circular (VC) for engagement of one eligible retired Government Officer as consultant in the Official Language Division of Bureau of Civil Aviation Security - Regarding.

Reference is invited to Bureau of Civil Aviation Security (BCAS), Ministry of Civil Aviation's Circular No. A-12034/12/2022-PERSONNEL SECTION-BCAS (E-232318) dated 04.05.2023 (copy enclosed) for inviting applications for engagement of one eligible retired Government Officer as consultant in the Official Language Division of Bureau of Civil Aviation Security. The last date of the application is within 30 days of issuance of the aforesaid Circular.

2. In case of any further clarification, applicants are requested to contact the concerned Ministry/Department/Office directly.

Encl: As above


(Sunil Kumar)

Under Secretary to Government of India

To
(through DoPT's website): (For Retired Officers)

No: A-12034/12/2022-PERSONNEL SECTION-BCAS (E- 232318)

Government of India
Ministry of Civil Aviation
Bureau of Civil Aviation Security

'A' Wing I-III Floor, Janpath Bhawan

Janpath, New Delhi

Dated : 4th May, 2023

CIRCULAR

Subject: Engagement of one eligible retired Govt. Officer as Consultant in the Official Language Division of Bureau of Civil Aviation Security – reg.

Bureau of Civil Aviation Security (BCAS), an attached office of Ministry of Civil Aviation invites applications for engagement of One (1) Consultant in the Official Language Division from retired Central Government personnel at level 10 or above of the Pay Matrix on Contractual basis.

2. The terms and conditions of Consultants to be engaged are as under –

2.1. Eligibility:

2.1.1. The applicant should not have attained the age of 63 years on the closing date of applications and should be in good health for discharging his/her official duties effectively.

2.1.2. The applicant should have retired at least from the post of Assistant Director from any Central Government Ministry/Department. Preference will be given to the retired officers belonging to Central Secretariat Official Language Service (CSOL).

2.2. Scope of Work:

2.2.1. Translation as well as vetting of the documents apart from having sufficient experience of the implementation of Official Language policy of the Government. Knowledge of computer and Hindi/English typing is desirable.

2.3. Period of Engagement:

2.3.1. The engagement of the Consultants shall be purely on a contractual basis initially for a period of one year which may be extended or curtailed as per the requirement and satisfactory performance of the Consultant or till the regular Assistant Director (OL) joins BCAS, whichever is earlier.

2.3.2. The term of appointment shall not be extended beyond 5 years after superannuation or at attaining the age of 65 years, whichever is earlier.

2.3.3. The engagement of the 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 BCAS.

2.4. Job Location:

2.4.1 The place of posting will be at Bureau of Civil Aviation Security, Headquarters, 'A' Wing, I-III Floor, Janpath Bhawan, Janpath, New Delhi.

2.5. Remuneration, Allowances, Leave, Term of Appointment, etc. shall be regulated in terms of the Department of Expenditure's O.M. No.3-25/2020-E.IIIA dated 09.12.2020 and also as per guidelines, if any, issued by the Department of Personnel & Training from time to time.

2.5.1. The Consultant shall be paid a fixed monthly amount calculated as = Last Pay Drawn (Basic Pay) – Basic Pension + Transport Allowance (if applicable at retirement).

2.5.2. No DA, HRA, PF, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion, etc., or any other benefits will be admissible as available to the regular Central Government servant.

2.5.3. The amount of remuneration so fixed shall remain unchanged for the term of the contract.

2.5.4. The Income Tax or other tax(es) will be deducted at source as per Government instructions.

2.6. Working Hours and Leave:

2.6.1. The Consultant shall be required to observe the normal office timing from 9: 30 AM to 6:00 PM (Monday to Friday). He/she may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work. However, no extra compensation will be paid if a person attends office beyond normal office timings.

2.6.2. They shall mark their attendance in AEBAS mandatorily and failing which may result in deduction of remuneration.

2.6.3. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a Calendar year may not be allowed.

2.6.4. "No work no pay" will be applicable during the period of engagement.

2.7. Working Experience:

2.7.1. The applicant must be well acquainted with the functioning of Central Government Ministries/Departments.

2.7.2. The applicant should be well aware of various rules/regulations of the Government of India, capable to handle matters independently as mentioned at Para 2.2.1 above.

2.7.3. The applicant should have a working knowledge of computer applications such as MS Word, MS Excel, PowerPoint, Email, etc. and e-Office, etc.

2.7.4. The applicant should have secretarial experience e.g. noting/drafting and office procedure.

2.8. Termination of Agreement: The BCAS may terminate the contract, if: -

2.8.1. The Consultant is unable to address the assigned work.

2.8.2. The quality of the assigned work is not to the satisfaction of the Controlling Officer/ Competent Authority in the BCAS.

2.8.3. The Consultant is found lacking in honesty and integrity.

2.8.4. The Competent Authority in the BCAS may also terminate the contract at any time without giving any notice and also without assigning any reason.

2.9. General Terms & Conditions:

2.9.1. The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the BCAS shall remain within the office.

2.9.2. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of the assignment and even after termination of the contract without the express written consent of the BCAS.

2.9.3. The Consultant would be required to sign a non-disclosure undertaking as per Appendix before being assigning of any work.

2.9.4. The Consultant shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the office nor will he indulge in any activity outside the terms of the contractual assignment.

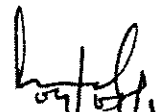
2.9.5. The Consultant shall not claim any benefit/compensation/absorption/ regularization of service with this Department.

2.9.6. The consultant shall not be entitled to any TA/DA for joining the appointment.

3. The person who fulfills the eligibility criteria as mentioned above and is willing to work as a Consultant on the terms and conditions mentioned above must submit his/her application in the prescribed format enclosed as Annexure-I, *along with the self attested copies of documents*, to the undersigned **within 30 days of issuance of this circular.**

4. **Procedure for Selection:** By personal interaction/interview.

5. All Central Govt. Ministries/Departments may give wide publicity to this Circular among their staff/attached/subordinate Offices, etc.


(Rakesh Kumar)
Deputy Director (Pers.)
Tele No. : 011 - 23718561
Email Id : ddpers.bcas@gov.in

To:

1. All Ministries/Departments of Government of India.
2. NIC to upload this Circular on the website of BCAS.
3. Shri Babu Lal Meena, Director, Department of Official Language, Ministry of Home Affairs, NDCC II Building, B Wing, 4th Floor, Jai Singh Road with the request to upload this Circular on the website of Department of Official Language for wide publicity
4. The Under Secretary (CS-I, Coord.), Department of Personnel & Training (DOPT), 2nd Floor, A Wing, Lok Nayak Bhawan, Khan Market, New Delhi - 110003 with the request to upload this Circular on the website of DOPT for wide publicity.
5. Notice Board.
6. Office Order Folder.

Application format for engagement of Consultant on contract basis in the Bureau of Civil Aviation Security (BCAS)

(Ref. BCAS' Circular No.....Dated.....)

1.	Name of the post applying for		Photo		
2.	Name				
3.	Father/Mother/Husband's Name				
4.	Date of Birth				
5.	Date of Retirement & PPO No. (self attested copies of certificates)				
6.	Designation & Department at the time of retirement				
7.	Last pay drawn & Pay Level				
8.	Permanent Address				
9.	Address for Correspondence				
10.	Contact Tel No./Mobile No.				
11.	Email ID				
12.	Educational Qualification(s) (self attested copies of certificates)				
13.	Bank A/c Details (with copy of passbook/cancelled cheque)				
14.	Details of Experience (Add separate sheet if required)				
15.	Designation/Position and Name of Ministry/Deptt/Organization	From	To	Nature of Work	Remarks

*

DECLARATION

I do hereby declare that the particulars above are true and correct to the best of my knowledge. I understand and agree that in the event of any information being false incorrect/incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of BCAS in this regard. All terms and conditions of engagement as mentioned in the circular are acceptable to me. **I certify that no disciplinary proceedings are pending against me, as on date.**

Signature

Place :

Date :

Full name of the applicant

APPENDIX

NON-DISCLOSURE UNDERTAKING

To

The Deputy Director (Pers.),
Bureau of Civil Aviation Security,
'A' Wing I-III Floor, Janpath Bhawan,
Janpath, New Delhi – 110001.

Sir/Madam,

I hereby undertake –

- To treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential;
- Not to sell, trade, publish, or otherwise disclose to anyone in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format;
- To hold such confidential information in trust and confidence both during and after the term of my engagement;
- Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with BCAS which would otherwise conflict with my obligations towards BCAS;
- To abide by data security policy and related guidelines issued by BCAS;
- Not to resort to any corrupt practices in any aspect and at any stage during the tenure of engagement; and
- To maintain the highest standards of ethics & integrity during the period of engagement as a Consultant in BCAS.

2. In the event of termination of my engagement for any reason whatsoever, I shall promptly surrender and deliver to the BCAS any records/material/equipment/documents or data which is of confidential nature.

3. I shall keep BCAS informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

5. For the purpose of this undertaking, confidential information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully

Signature

Name:

Address & Contact No.....

Dated: