

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

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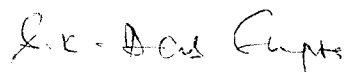
2<sup>nd</sup> Floor, 'A' wing,  
Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 24<sup>th</sup> January, 2020

**OFFICE MEMORANDUM**

**Subject:- Engagement of retired Government servant 'as' Consultant' as contract basis in DPIIT inviting applications thereof -reg**

The undersigned is directed to circulate the Vacancy Circular No. A-12023/3/2019-ENG dated 20<sup>th</sup> January, 2020 (along with enclosures) received from Ministry of Commerce and Industry who have invited application from retired Government officers from the rank of SO/US/DS or equivalent from Central Government/State Government/PSU/Autonomous Body having considerable experience of functioning of Central Government Ministries/Departments for engagement as Consultant on contract basis.

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

  
(Sanjay Kumar Das Gupta)

Under Secretary to the Government of India

Tele:- 24629412

To,

All Ministries/Departments (through DOPT's website)

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**No. A-12023/3/2019-ENG**  
**Government of India**  
**Ministry of Commerce & Industry**  
**Department for Promotion of Industry & Internal Trade**  
**(Estt. Non Gazetted Section)**

Udyog Bhawan, New Delhi  
Dated 20 January, 2020

**CIRCULAR**

**Subject: Engagement of retired Government officers as 'Consultant' on contract basis in DPIIT- inviting applications thereof- reg.**

The undersigned is directed to refer to this Department's vacancy circular of even number dated 18<sup>th</sup> December, 2019 and 14<sup>th</sup> January, 2020 (copy enclosed) on the subject mentioned above and to say that the last date for submission of applications is hereby extended up to 28<sup>th</sup> January, 2020. Applications in the prescribed format may be submitted to the Under Secretary (Establishment), Room No. 366-A, Udyog Bhawan, New Delhi-110011. The applications can also be sent by email given below.



(Shambhu Datt Sati)

Under Secretary to the Govt. of India

Email: sham.datt@nic.in

Tel.: 2306 1742

All Ministries/Departments of the Government of India.

Copy to:-

- ✓ 1. Under Secretary, CS-I Division, DoPT, Lok Nayak Bhawan, New Delhi- with request to give wide publicity to the circular.
2. NIC, DPIIT, for uploading this circular on DPIIT website.
3. E-office Notice Board, DPIIT
4. Guard file.

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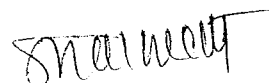
No. A-12023/3/2019-ENG  
Government of India  
Ministry of Commerce & Industry  
Department for Promotion of Industry & Internal Trade  
(Estt. Non Gazetted Section)

Udyog Bhawan, New Delhi  
Dated 14 January, 2020

**CIRCULAR**

**Subject: Engagement of retired Government officers as 'Consultant' on contract basis in DPIIT- inviting applications thereof- reg.**

The undersigned is directed to refer to this Department's vacancy circular of even number dated 18<sup>th</sup> December, 2019 (copy enclosed) on the subject mentioned above and to say that the last date for submission of applications is hereby extended up to 21<sup>st</sup> January, 2020. Applications in the prescribed format may be submitted to the Under Secretary (Establishment), Room No. 366-A, Udyog Bhawan, New Delhi-110011. The applications can also be sent by email given below.



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**No. A-12023/3/2019-ENG**  
**Government of India**  
**Ministry of Commerce & Industry**  
**Department for Promotion of Industry & Internal Trade**  
**(Estt. Non Gazetted Section)**

Udyog Bhawan, New Delhi  
Dated 18<sup>th</sup> December, 2019

**VACANCY CIRCULAR**

**Subject: Engagement of retired Government officers as 'Consultant' on contract basis in DPIIT- inviting applications thereof- reg.**

Department for Promotion of Industry & Internal Trade (DPIIT) invites applications from retired Government officers from the rank of SO/US/DS or equivalent from Central Government/State Government/PSU/Autonomous Body having considerable experience of functioning of Central Government Ministries/Departments for engagement as Consultant (15 posts) on contract basis.

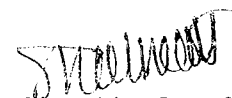
2. The terms and conditions of the contract shall be as under:

- i) The consultants will be required to examine cases/proposals, policy issues in the light of Central Govt. rules and regulation, prepare briefs/presentations and analyse the proposals assigned to them by their controlling officers. They shall be fully conversant with MS-Word/PPT/Excel etc. as per role requirement and print their own notes/drafts/OMs as required.
- ii) A consolidated remuneration of Rs.50,000/- (Rupees fifty thousand only) per month (minus Professional Tax/TDS as applicable) shall be payable to consultants who have retired at the rank of US or above.
- iii) A consolidated remuneration of Rs.40,000/- (Rupees forty thousand only) per month (minus Professional Tax/TDS as applicable) shall be payable to consultants who have retired at the level of SO or equivalent.
- iv) The consolidated remuneration shall be payable, subject to periodical completion of work certified by the controlling Officer. They will not be eligible for any other allowance or facility in addition to the consolidated pay. They will, however, continue to draw their pension and relief on pension, as per their entitlement.
- v) They should not have attained the age of 63 years on the closing date of applications.
- vi) Working hours shall normally be from 9 AM to 5.30 PM during working days. However, in exigencies of work, they may be required to sit late and may be called on Saturdays/ Sundays and other holidays. They will be eligible for 08 days leave during the period of one year subject to the approval of the controlling Officer.
- vii) They will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement as 'Consultant' in the Department. All such documents will be property of the Government.
- viii) They will not 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 their assignments or during the course of assignment for the Department without the express written consent of the Department.
- ix) The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Department shall remain with the Department.

- x) Their attention is drawn to Central Vigilance Commission's circular no. 01/01/17 dated 23.1.2017 and circular no. 08/06/2011 dated 24.6.2011 regarding engagement of consultants. They will be completely accountable for any advice or any service rendered by them during their engagement in this Department in view of norms of ethical business and professionalism.
- xi) They must act, at all times, in the interest of DPIIT and render any advice/ service with professional integrity.
- xii) They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in this Department. If required, they will cooperate fully with any legitimately provided/ constituted investigative body, conducting inquiry into processing or execution of the consultancy contract/ any other matter related with discharge of contractual obligations by the consultant.
- xiii) The consultants appointed by the Department shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department nor will they indulge in any activity outside the terms of the contractual assignment.
- xiv) They will complete the assigned task within the stipulated period as per the requirement of their controlling officers. They will not take up any assignment or contract which conflicts with the interest of the Government during the contract period.
- xv) They shall be bounded to hand-over the entire set of records of assignment to the Department before the expiry of the contract and before the final payment is released by the Department.
- xvi) The engagement as Consultant can be terminated by the Department at any time without assigning any reason thereof by giving them 15 days' notice. However, in case a Consultant wishes to resign, he will have to give 15 days' advance notice or remuneration in lieu thereof before resigning from the engagement.
- xvii) The existing consultants in the Department will continue as per their existing entitlements/remuneration till they complete their sanctioned tenures. Such consultants, who are already engaged, after completion of their tenure, may be considered for the new grades on the request of the consultant and the recommendations of controlling officers about their performance during the tenure of consultancy.

2. Interested retired Central Government officers may submit their applications in the enclosed format along with a copy of PPO to the Under Secretary (Establishment), Room No. 366-A, Udyog Bhawan, New Delhi-110011 by 03.01.2020. The applications can also be sent by email given below. Incomplete applications or applications received after due date will be rejected. Persons who had submitted their applications in response to earlier advertisement in 2019 need not apply again.

3. This may please be given wide publicity.



(Shambhu Datt Sati)

Under Secretary to the Govt. of India

Email: [sham.datt@nic.in](mailto:sham.datt@nic.in)

Tel.: 2306 1742

All Ministries/Departments of the Government of India.

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**Application for the post of Consultant on contract basis in Department for  
Promotion of Industry & Internal Trade**

Recent  
Passport Size  
Photograph

|    |  |           |      |    |                           |
|----|--|-----------|------|----|---------------------------|
| 1. | Full Name (in Block Letters)   |           |      |    |                           |
| 2  | Date of Birth  |           |      |    |                           |
| 3  | Email  |           |      |    |                           |
| 4  | Mobile Number  |           |      |    |                           |
| 5  | Residential Address  |           |      |    |                           |
| 6  | Educational Qualification  |           |      |    |                           |
| 7  | Date of superannuation/retirement  |           |      |    |                           |
| 8  | PPO Number (Enclose a copy)  |           |      |    |                           |
| 9  | Post held at the time of retirement  |           |      |    |                           |
| 10 | Organisation currently working, if any   |           |      |    |                           |
| 11 | Organisation superannuated from  |           |      |    |                           |
| 12 | Details of Departmental exam qualified, if any                                     |           |      |    |                           |
| 13 | Brief particulars of Experience of last 10 years (a separate sheet may be annexed) | Post held | From | To | Experience/Nature of work |
|    |  |           |      |    |                           |

**Undertaking:**

1. 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. I have read this circular and accept all the terms and conditions for engagement of consultants.

2. I shall provide the references in respect of my assignments done in last three years as and when required.

Place:

Date:

(Signature of the Applicant)

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10/11/12  
19/12