

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

2<sup>nd</sup> Floor, 'A' Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated the 21<sup>st</sup> March, 2023

**OFFICE MEMORANDUM**

**Sub: Engagement of retired Government servants as Consultant in Department for Promotion of Industry and Internal Trade-regarding.**

Reference is invited to Department for Promotion of Industry and Internal Trade's A-12023/3/2023-Establishment-II dated 20.03.2023 inviting applications for engagement of Consultants on Contract basis in Department for Promotion of Industry and Internal Trade. The last date for receipt of application is within 20 days of issue of circular by Department for Promotion of Industry and Internal Trade, as mentioned in Circular of Department for Promotion of Industry and Internal Trade.

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

  
22/03/2023  
(Sunil Kumar)

Under Secretary to the Govt. of India

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

**A-12023/3/2023-Establishment-II**  
**Government of India**  
**Ministry of Commerce & Industry**  
**Department for Promotion of Industry & Internal Trade**  
**(Estt Non Gazetted Section)**

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**Vanijya Bhawan, New Delhi**  
**Dated 20 March, 2023**

**VACANCY CIRCULAR.**

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

Department for Promotion of Industry & Internal Trade (DPIIT) invites applications from persons retired from the post of Section Officer/Under Secretary or equivalent level from Central Government ministries, departments, attached and subordinate organizations having considerable experience of functioning of Central Government Ministries/ Departments for engagement as Consultant on contract basis on full time basis. It has been decided to prepare a panel of retired Central Government Employees, who have retired from the post of SO/US, for engagement as Consultant (at SO/US Level) on contract basis.

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

i. **Scope of Work:**

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. The terms & conditions for engagement of such consultants related to remuneration, eligibility, leave, working hours etc. shall be regulated by the Department of Expenditure's O.M. No.3-25/2020- E.IIIA dated 09.12.2020. 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.

iii. The maximum age limit for applicants has been fixed at 63 years or below as on the last date for submission of applications. The engaged personnel should be medically/physically fit to render services as desired.

- iv. 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. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service subject to the approval of the controlling Officer.
- v. 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.
- vi. 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.
- vii. The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Department shall remain with the Department.
- viii. 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.
- ix. They must act, at all times, in the interest of DPIIT and render any advice/ service with professional integrity.
- x. 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.
- xi. 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.
- xii. 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.
- xiii. 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.

- xiv. 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.
- xv. The existing consultants in the Department will continue as per their existing entitlements/remuneration till they complete their sanctioned tenures.

3. Interested retired Central Government officers may submit their applications in the enclosed format along with a copy of PPO and Last Pay Certificate to the Under Secretary (Establishment), Room No. 211, Vanijya Bhawan, New Delhi-110011 within 20 days of issue of this circular, The applications can also be sent by email given below, Incomplete applications or applications received after due date will be rejected.



(Shambhu Datt Sati)

**Under Secretary to the Govt. of India**

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

Tel.: 23038892

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.

**Application for the post of Consultant at the level of SO/US 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	Last Pay Drawn (Pay Level & Pay)				
11	Transport allowance (basic) at the time of retirement				
12	Organisation superannuated from				
13	Organisation currently working in, if any				
14	Working knowledge of MS Office, e-office and Internet browsing (Yes/No)				
15	Brief particulars of Experience of last 10 years (a separate sheet may be annexed)	Post held	From	To	Experience/Nature of work

**Undertaking:**

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.

Place:

Date:

(Signature of the Applicant)