F. No. 21/01/2021-CS.I (Coord.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS.I Division

2nd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated: 1st September, 2022

Office Memorandum

Subject: Engagement of retired Central Government servants as Section Officer / Assistant Section Officer on contractual / retainership basis in the Department of Drinking Water & Sanitation – reg.

Reference is invited to Department of Drinking Water & Sanitation's O. M. No. A-12022/5/2022-Admin. dated 23/08/2022 for Engagement of retired Central Government servants as Section Officer / Assistant Section Officer on contractual / retainership basis in the Department of Drinking Water & Sanitation. The last date of submission of application is 04/09/2022.

2. In case of any further clarification, applicants are requested to contact the concerned Ministry / Department who has advertised the circular.

01/09/2022

(Sunil Kumar)
Under Secretary to the Govt. of India
Phone: 011-24629414

To,

All Ministries / Departments through DoPT's website.

A-12022/5/2022-Admin
Government of India
Ministry of Jal Shakti
Department of Drinking Water & Sanitation

Pt. Deendayal Antyodaya Bhawan
CGO Complex, Lodhi Road
New Delhi – 110003
Dated: 23rd August, 2022

OFFICE MEMORANDUM

Subject: Engagement of retired central Government servants as SO/ASO on contractual/retainer-ship basis in the Department of Drinking Water & Sanitation.

The Department of Drinking Water & Sanitation, Ministry of Jal Shakti, proposes to engage retired central Government servants as Section Officer and Assistant Section Officer on contractual/retainer-ship basis as per the details attached herewith.

2. DoP&T is requested to upload the enclosed Circular and Annexures on their website for wider circulation.

Encl: As above.

(Dharmendar Rai)
Under Secretary to the Govt. of India

Department of Personnel & Training
{Kind Attn: Shri P. Bairagi Sahu, DS (CS-I)}
Lok Nayak Bhawan, Khan Market
New Delhi – 110003

25/8

VS (Coord.)

30/8

07/09/2022

Shri Sanjeet, ASO

A-12022/5/2022-Admin
Government of India
Ministry of Jal Shakti
Department of Drinking Water & Sanitation

Pt. Deendayal Antyodaya Bhawan
CGO Complex, Lodhi Road
New Delhi – 110003
Dated: 23rd August, 2022

CIRCULAR

Subject: Engagement of retired central Government servants as SO/ASO on contractual/retainer-ship basis in the Department of Drinking Water & Sanitation.

The Department of Drinking Water & Sanitation, Ministry of Jal Shakti, proposes to engage retired central Government servants as Section Officer and Assistant Section Officer on contractual/retainer-ship basis as per the details given below:

1.	Name of the post	Section Officer	Assistant Section Officer
2.	Number of vacancies	01	01
3.	Eligibility Criterion	Must have retired as Section Officer in central Ministries/Departments in Level 10 or above.	Must have retired as Assistant Section Officer in central Ministries/Departments in Level 7 or above.
4.	Experience Required	[a] Should have working knowledge of computers. [b] Should have experience in contract management including examining of various contract documents such as EoI/RfP etc. [c] Should have handled the Central Sector Scheme/Central Sponsored Scheme. [d] Should have knowledge of GFR and related manuals. [e] Should have experience of budget preparation, monitoring and related work. [f] Should have experience in examining the financial proposals.	
5.	Job Location	Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi – 03.	
6.	How to apply	Application in the prescribed format in Annexure - II (complete in all respects) along with the following documents must be forwarded to the e-mail ID: ddws_usadm@nic.in with the subject: **"Application for SO or ASO (whichever is applicable) on contractual/retainer-ship basis":** (i) PPO Copy (ii) LPC Copy No other mode of application will be accepted.	

Continued in page 2.

7.	Last date for receipt of application	4th September, 2022.

2. The engagement of retired Central Government servants will be subjected to the terms and conditions enclosed herewith in Annexure – I

3. Interested and eligible retired central Government servants who fulfill the above mentioned criteria and experience may apply in the prescribed proforma.

Encl: As above.

(Dharmendar Rai)
Under Secretary to the Govt. of India

Copy to: NIC with request to upload it in the Department's website.

ANNEXURE – I

General Terms and Conditions:

1. **Age Limit:** The candidate must have retired not less than four years ago as on the last date of application.

2. **Period of engagement & Extension: (a)** Engagement shall initially be for a period of one year or until regular incumbents are available, whichever is earlier. After the expiry of initial term, engagement may be extended, based on requirement and performance of the Retainer(s) with the concurrence of IFD and approval of Secretary. Extension of engagement, if any, shall be at the sole discretion of competent authority.

(b) The engagement of a retainer will not be extended beyond 5 years after superannuation or beyond 65 years of age whichever is earlier.

3. **Working Hours: (a)** Working hours shall 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, he/she may be required to sit late and may be called on Saturdays/Sundays and other Gazetted Holidays.

(b) Retainers will be required to mark his/her attendance in Biometric Attendance System (BAS). Monthly remuneration will be calculated on the basis of BAS report and other conditions.

4. **Work Profile: (a)** Work profile and responsibilities will be similar to those of equivalent posts in Central Government Ministries/Departments.

(b) Retainers will be responsible for equipment and other items issued for discharging official duty.

5. **Remuneration: (a)** A fixed monthly amount as consultancy fee shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract.

(b) Tax Deduction at Source (TDS), as admissible, shall be deducted from the monthly remuneration of the retainer(s).

(c) Retainer(s) will not be entitled for annual increment / percentage increase of consultancy fee/conveyance during the period of engagement.

6. **Allowances: (a)** A fixed amount as Local Conveyance for the purpose of commuting between residence and place of work shall be allowed at the rate applicable at the time of retirement which shall remain unchanged during the term of engagement.

(b) TA/DA on official tour, if any, shall be admissible as per entitlement at the time of retirement.

(c) Retainers are not entitled for any other kind of allowance such as Dearness Allowance, residential, telephone, CGHS, Medical Reimbursement, etc.

7. **Leave: (a)** Retainers will be entitled for paid leave of absence at the rate of 1.5 days for each completed calendar month of engagement calculated on pro rata basis.

(b) No remuneration for the period of absence in excess of the admissible leave will be paid to the retainer. Un-availed leave cannot be carried forward nor encashed on extension of tenure or on termination of engagement.

8. **Confidentiality and Integrity: (a)** Intellectual Property Rights (IPR) of all information/data collected as well as deliverables produced for the Department shall remain with the Department.

(b) Retainers shall not, directly or indirectly, communicate or reveal to any person or persons any matter collected for the purpose of his/her assignment or during the course of his/her assignment, without the express written consent of the office.

(c) Retainers shall not represent or give opinion or advice in any matter which is adverse to the interest of this Office. He/She is not permitted to take up any other assignment during his period of engagement.

9. **Termination of Engagement: (a)** The engagement of retainers is purely on temporary basis and they will not be entitled for any benefit/compensation/ absorption/regularization of service in the Department.

(b) The Department may terminate the engagement of retainer(s) on the following conditions:

(i) The Retainer is unable to address the assigned work.
(ii) The Quality of work is not to the satisfaction of the Department.
(iii) The Retainer fails in timely achievement of the milestones as decided by the Department.
(iv) The Retainer is found lacking in honesty and integrity.
(v) Regular incumbents are available for the post against which the retainer has been engaged.

(c) The Retainer(s) will give one month notice for leaving the services of the Department. Engagement may be terminated at any time by the Department, in public interest, without assigning any reason and without any prior notice.

(d) The Retainer(s) shall hand over their identity cards/pass and all office equipment etc. if any, to the Department and submit a No Demand Certificate before the final payment is released by the Department.

10. **Other Conditions:** (a) Department of Drinking Water and Sanitation shall not be responsible for any loss, accident, damage, or injury suffered by the individual arising out of execution of his/her official duty.

(b) The Department has the right to cancel the advertisement, and not go for engagement of Consultant/Retainer, at any stage. It may accept or reject any or all applications, without giving any reasons thereof, whatsoever.

(c) The Department has the right to review these guidelines as and when the circumstances warrant, with the approval of the Secretary (DWS).

ANNEXURE - II

Application for engagement of SO/ASO on contractual/retainer-ship basis in the Department of Drinking Water & Sanitation.

Attach Recent Passport size photograph.

To,

The Under Secretary (Estt.)
D/o DW&S.

Sir,

With reference to the Circular No. A-12022/5/2022-Admin dated 23.08.2022, my application for engagement of SO/ASO (whichever is applicable) on contractual/retainer-ship basis in the Department of Drinking Water & Sanitation, Ministry of Jal Shakti, may kindly be accepted. My details are given below:

Curriculum Vitae

S.No.	Particulars	To be filled by the applicant
1.	Name (in BLOCK Letters)	
2.	Father's/Husband's Name	
3.	Date of Birth	
4.	Telephone/Mobile Number	
5.	E-mail address	
6.	Address for communication	
7.	Permanent Address	
8.	Present Age (yy/mm)	
9.	Date of Joining GoI Service	
10.	Date of Retirement	
11.	Post from which retired	
12.	Name of the Ministry/Department from which retired	
13.	Last pay drawn (enclose copy) (mention Level/cell)	
14.	PPO Number (enclose copy)	
15.	Educational/Technical Qualification	
16.	Nature of duties attended while in service*	
17.	Details of computer knowledge	
18	Have you worked as Consultant or presently working as consultant? If yes, details of Office and remuneration etc.*	

*Attach additional sheet if required.

I certify that the information furnished above are true to the best of my knowledge and I understand that if any information furnished by me is found to be incorrect, my application is liable to be rejected without any intimation.

(Signature)