

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-110003

Dated the 21<sup>st</sup> August, 2024

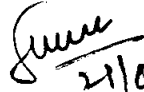
**OFFICE MEMORANDUM**

**Subject: Engagement of Deputy Resident Commissioner, UT Guest House, New delhi –regarding.**

Reference is invited to circular No. HO-SH-2024/1129 dated 12.08.2024 (Copy enclosed) inviting applications from retired Central Government/ state Govt./ Central PSUs at the level of 11 and 12 or equivalent level for consultant as Deputy Resident Commissioner, UT Guest House, New Delhi on contractual basis. The last date for receipt of applications is 27.08.2024.

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

Encl: As above

  
21/08/2024  
(Sunil Kumar)

Under Secretary to the Government of India

To

The retired CSS Officers (Through DoPT's website)

**HOSPITALITY DEPARTMENT  
CHANDIGARH ADMINISTRATION**

No. HO-SH-2024/ 1129

Dated., Chandigarh the 12/08/2024

**CIRCULAR**

**Subject:** Engagement of Deputy Resident Commissioner, UT Guest House, New Delhi-Inviting applications thereof.

The Hospitality Department, UT Chandigarh invites applications from eligible and desirous candidates retired from Central Government/state Govt./Central PSUs (under Central Govt. Level 11 or Level 12 or equivalent Level) having considerable experience of functioning of Central Government Ministries/Departments for engagement of 1 (one) full time Consultant on Contractual basis.

2. The engagement of Consultant will be regulated as per the provisions of the Ministry of Finance (Department of Expenditure) OM No. 3/25/2020-E.IIIA dated 09.12.2020, as amended from time to time. The eligibility criteria, remuneration, job description and other terms and conditions of engagement are as under:-

1.	No. of Personnel to be engaged	1 (One)
2	Area of work	i) Supervise the functioning at UT Guest House, New Delhi. ii) Liasioning with various Ministries of Govt. of India. iii) Attend meeting in GOI, on behalf of Chandigarh Administration as and when required. iv) Protocol duties for Hon'ble Administrator, Worthy Advisor to the Administrator, UT Chandigarh and Secretaries. v) Any other works as assigned.
3	Period of Engagement	Initially for a period of two year. This can be extended or shortened at the discretion of the competent Authority. Hospitality Department can terminate the services/contract of the consultant at any time giving one month's notice without assigning any reason.
4	Eligibility Criteria	Retired Government Servants in the pay band level 11 or level 12 or equivalent.
5	Experience	Should have work as Protocol Officer in Central Govt./State Govt./Central PSUs.
6	Age	Should be less than 62 years at the date of closing of the advertisement.
7	Remuneration	A fixed monthly remuneration will be paid as per the Department of Expenditure OM No. 3/25/2020-E.IIIA dated 09.12.2020 i.e last pay drawn minus pension plus transport allowance not exceeding the amount admissible at the time of retirement. The consultant will not be entitled for any kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, staff car etc.
8	Other terms and conditions of engagement	a) The consultant shall have to perform duties/services as assigned to him /her by the controlling officer with all necessary, skills, diligence, efficiency and economy.

	<ul style="list-style-type: none"><li>b) The consultant shall maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of contract, failing which the consultant will be liable for suitable action.</li><li>c) The normal working hours shall be from 09:00 am to 05:30 pm. However, in exigencies, he/she may be called for services on holidays or beyond normal working hours.</li><li>d) The place of work will be UT Guest house, at New Delhi.</li><li>e) The person engagement on contract basis shall not be entitled to any other benefit like Provident Fund, Pension, Insurance and Gratuity. Medical attendance/Treatment etc. or any other benefits as available to the regular Government Servants.</li><li>f) The consultancy will start from the date he/she joins the office.</li><li>g) During the contract period, no other assignment/consultancy of any type will be accepted by the consultant.</li><li>h) The consultant will be entitled to paid leave of 1.5 days for each completed month of service.</li><li>i) 'No work no Pay' will be applicable during the period of contract, if more than prescribed leave is taken.</li><li>j) The consultant shall not be entitled to any TA/DA for joining the appointment.</li><li>k) Contract of engagement will be terminated automatically on attaining the age of 65 years.</li></ul>
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3. Application in the enclosed format (Annexure-I), completed in all respects along with copy of the PPO and Last Pay Certificate/pay Slip may be sent by post to the Secretary Hospitality, UT Chandigarh 21-B, Telegraph Lane, Harish Chandra Mathur lane, K.G Marg New Delhi 110001 by 05:00 PM of 27<sup>th</sup> August, 2024.

4. Hospitality Department reserves the right to accept or reject any or all the responses without assigning any reason whatsoever.

Secretary Hospitality  
Chandigarh Administration