

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 21st February, 2023

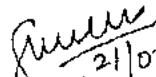
**OFFICE MEMORANDUM**

**Sub: Inviting application for engagement of Consultant(s)  
amongst retired Government Servants - reg.**

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Reference is invited to Ministry of Mines' Circular No.A-12024/1/2021-ESTT. dated 16.02.2023 inviting applications for engagement of Consultants on Contract basis in Ministry of Mines. The last date of submission of the application is 10.03.2023, as mentioned in Circular of Ministry of Mines.

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

  
21/02/2023  
(Sunil Kumar)

Under Secretary to the Govt. of India

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

F.No.A-12024/1/2021-ESTT.  
Government of India  
Ministry of Mines  
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339-A, Shastri Bhawan  
New Delhi - 110001  
Dated: the 16<sup>th</sup> Feb, 2023

**OFFICE MEMORANDUM**

Sub: Inviting applications for engagement of Consultant(s) amongst retired Government Servants-reg.

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Ministry of Mines, proposes to engage 03 (three) retired Government Servants as Consultant (Section Officer Level) in Ministry of Mines, purely on contractual basis, as per the Circular/Term of Reference(ToR) attached herewith.

2. DoPT (CS Division) is requested to publish this circular (along with ToR) on their website for wider circulation.

Encl: As Above.

  
(A. R. Sengupta)  
Director  
Tel. No. 011-23381172

To,

**Department of Personnel and Training  
(Shri Sunil Kumar, Under Secretary-CS.I(Coord.))  
Lok Nayak Bhawan, Khan Market,  
New Delhi.**

**CIRCULAR**

Sub: Inviting applications for engagement of Consultant(s) amongst retired Government Servants-reg.

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Ministry of Mines proposes to engage Consultant(s) amongst retired Government Servants for attending specific and time-bound jobs. Only persons with requisite qualifications and experience as prescribed would be hired as Consultant.

2. Applications from eligible candidates are invited in the enclosed pro-forma (Annexure-I) along with the copies of certificates of Qualification and Experience.

3. Applications received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated and called for interview.

4. The Ministry of Mines reserves the right to reject any application without assigning any reason.

5. The duly filled application forms along with relevant documents should be submitted in the format given in Annexure-I and reach Under Secretary (Establishment), Ministry of Mines, Room No. 303, 'D' Wing, 3<sup>rd</sup> Floor, Shastri Bhawan, New Delhi on or before 10<sup>th</sup> March, 2023. The application has to be sent via email ([prakash.m69@nic.in](mailto:prakash.m69@nic.in) / [rk.kumari@nic.in](mailto:rk.kumari@nic.in)) followed by hard copies by post.



(A. R. Sengupta)

Director

Tel. No. 011-23381172

To,

1. All Ministries/Departments of Government of India.
2. Through CPP Portal: Copy forwarded along with soft copy for publishing the circular in the Ministry's website to NIC, Ministry of Mines.
3. Under Secretary(CS.I), DoPT, Lok Nayak Bhawan, New Delhi.

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नई दिल्ली

प्रमुख निदेशक  
कार्यपालिका  
प्रकाशक निदेश  
प्रकाशक निदेश  
प्रकाशक निदेश

**Terms of Reference for the post of Consultant(s)**

1	Name of Post	Consultant
1.2	Number of Post	03
2	Eligibility, Experience & Scope of Work	<p>Officers retired at the level of Section Officer or equivalent or above from Central Govt. or its attached/sub-ordinate offices/Autonomous Bodies with minimum 03 years of experience in similar post.</p> <p><b>Essentials:</b> Graduate in any Discipline.</p> <p><b>Desirables:</b></p> <ul style="list-style-type: none"><li>• Legislation &amp; Policy related matters.</li><li>• Knowledge in Parliament related matters, Establishment &amp; service matters</li><li>• Experience of programme implementation &amp; coordination with States.</li><li>• Experience in Secretarial functions, sound knowledge of Rules and Regulations, drafting of notes etc.</li><li>• Experience in Administration of Central Govt. and its attached/subordinate offices/PSUs/Autonomous Bodies.</li></ul> <p><b>Preference will be given to persons:</b></p> <ul style="list-style-type: none"><li>• Officer retired from Central Secretariat Services,</li><li>• Having experience of programme implementation &amp; coordination with States,</li><li>• Who have handled policy matters and related issues while in service,</li><li>• Who have knowledge of working on PCs especially Excel, Power point, preparation of data sheets etc.</li></ul>
3	Age Limit	Not Exceeding 64 years
4	Method of Engagement	Short term contract basis.
5	Period of Contract	The tenure of Consultants is initially for one year, extendable up to 3 years on yearly basis, subject to satisfactory performance. The decision of Ministry shall be final in this regard. No right will be accrued in favour of the Consultant regarding renewal of contract, absorption in service, etc.
6	Remuneration	<p><b>Last pay drawn - Pension + DA(admissible)</b></p> <p>Above formula for pay would be applicable with a maximum cap of <u>Rs.75,000/-</u> (including allowance).</p>
7	Other Terms of Engagement	(i) The Consultants will not be entitled for any separate monthly allowances including conveyance allowance, House Rent Allowances, TA etc. However, in case, he/she is required to travel outside Delhi (NCR) in the context of the work/assignment, the Ministry shall reimburse the actual cost of travel and daily allowance as per the Rules/regulation of the Central Government applicable to Group B Non-Gazetted Officer.

  
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(ii) The Consultants will not be eligible for any other facilities such as residential telephone, residential accommodation, CGHS and Medical reimbursement, personal support staff, transport facilities etc.

(iii) The Consultants shall be eligible for 08 days leave in a calendar year on pro-rata basis. Therefore, Consultants shall not draw any remuneration for the absence in case of absence beyond 08 days in a year (calculated on a pro-rata basis). Also un-availed leave in a year cannot be carried forward to next calendar year.

(iv) The Consultants will be required to discharge the duties as assigned to him/her by the Ministry.

(v) The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the Ministry will issue TDS Certificate (s).

(vi) The Consultant shall, in no case, work for or represent in court or before any other authority, tribunal etc. or give opinion/ advice to any person other than Ministry in any matter during the period of his/ her engagement with Ministry. Further, in no case, the Consultant shall act, or conduct anything with regard to any person or render any advice to Ministry which is adverse to the interest of the Ministry.

(vii) The contract of Consultants may be terminated, after giving fifteen days' notice, in following situations:

- If the Consultants is unable to do the assigned work.
- Quality of the assigned work is not to the satisfaction of the Ministry.
- If Consultants is absent from duty without due authorization.
- If the Ministry elects not to renew the contract of the Consultants at the end of period.

(viii) Termination shall be effected by written notice of fifteen days served to the Consultant. The termination will be without prejudice to either party's rights accrued before termination.

ix) Ministry reserves the rights to terminate the contract without giving any explanation whatsoever with

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		<p>immediate effect without any remuneration or notice period on the ground of proven misconduct.</p> <p>(x) The Consultant is required to give 30 days' notice to the Ministry in case he/she opts to quit the assignment.</p> <p>(xi) The person who has worked as Consultants shall not disclose the information received by him/ her during the period of such engagement to any person other than Ministry at any time whether during continuance of such engagement or after its severance.</p> <p>Further, Consultant shall not represent, advise or work for any person for 02 years from the date of termination which may be detrimental to the Ministry.</p>
8	<b>Selection process</b>	<p>Selection of the Consultant(s) will be done on the basis of personal interview or on the basis of written exam as desired by Selection Committee. Only the short-listed candidates shall be called for the interview. No TA or DA will be paid for attending the interview. At the time of interview, the shortlisted candidates shall have to produce their Certificates, in original for verification.</p>
9	<b>Attendance and working days</b>	<p>(a) The working hours of the Consultants shall be same as regular Government employees working in Ministry of Mines. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/ Gazetted Holidays. Compensatory leave in such cases shall be at the discretion of the competent authority.</p> <p>(b) The attendance shall be marked in the Bio-metric System.</p>
10	<b>Confidentiality and Secrecy</b>	<p>During the period of assignment with Ministry of Mines, the Consultants would be subject to the provisions of India Official Secret Act, 1923 and will not divulge any information gathered during the period of his/her assignment to anyone who is not authorised to know the same.</p> <p>* Selected candidates shall provide integrity certificates from 2 references known to them.</p> <p>* A self-undertaking shall be provided by the candidate to the effect that no criminal record or criminal case in any court is pending against him/her besides the routine character and antecedent verification.</p>

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कार्यकारी  
आवृत्ति नमूना  
प्रमाणित प्रमाण  
विशेषी रूप

Application for the post of Consultant in Ministry of Mines

(Last date for receipt of applications —10<sup>th</sup> March, 2023)

Photograph

1	Name	
2	Designation at the time of retirement	
3	Date of Birth	
4	Educational qualifications (annex copies of relevant certificates )	
5	Date of Retirement	
6	PPO No. (attach copy)	
7	Pay level in which retired	
8	Last pay drawn	
9	Name of the Department from where retired	
10	Name and Designation (with mobile number) of the Controlling Officer in the last three department served	
11	Monthly pension sanctioned	
12	Address for correspondence (enclose proof of residence)	
13	Bank Account Details Name of Bank: Branch: Account no.: IFSC Code: (enclose a copy of cancelled check/passbook)	

Following certificates/documents also need to be furnished:

- (i) List of relevant technical and academic publications (if any).
- (ii) Relevant experience:
  - a. Total years of experience and name of organizations.
  - b. Year-wise tasks of similar nature carried out during last five years.
  - c. Works of similar nature in hand and the expected date of completion.
- (iii) A short note on your suitability for the post.

(Name & Signature of applicant)

