

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 09<sup>th</sup> August, 2024

**OFFICE MEMORANDUM**

**Subject: Engagement of retired Central Government employee as consultant in Ministry of Cooperation –regarding.**

Reference is invited to circular No. A-49012/14/2022-Estt. (Coop.) dated 05.08.2024 (Copy enclosed) inviting applications from retired Government officers at the level of Section Officer/ Assistant Section Officer for consultant on contract basis. The last date for receipt of applications is 10 days from the date of advertisement of this circular.

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

Encl: As above

  
09/08/2024  
(Sunil Kumar)

Under Secretary to the Government of India

To

The retired CSS Officers (Through DoPT's website)

No. A- 49012/14/2022- Estt. (Coop.)  
Government of India  
Ministry of Cooperation

Atal Akshay Urja Bhavan  
New Delhi-110003  
Dated the 5<sup>th</sup> August, 2024

**CIRCULAR**

**Subject: Engagement of retired Central Government employee as consultant - reg**

The Ministry of Cooperation invites applications from retired Government Servants (of the level of Section Officer/ Assistant Section Officer) for engagement of one consultant purely on Contract Basis, initially for a period of one year, which is likely to be extended or curtailed as per requirement. The details regarding eligibility criteria, terms of references etc. are as under. -

<b>Name of Position</b>	<b>No. of Positions</b>	<b>Qualifications</b>	<b>Experience</b>
Consultant (SO/ASO level)	1 (One)	Should have retired or retiring shortly from the post of Section Officer/ Assistant Section Officer of CSS/ Non-CSS cadre  <u>Desirable:</u> Graduation in any discipline from recognized University.	1. Very good experience in Establishment, General Administration, Vigilance, Cash, Internal Finance, Budget & Accounts, Parliament, Protocol, RTI and other activities of Central Ministries / Departments 2. Very good knowledge of various rules and regulations of Central Government in the aforesaid matters 3. Very good knowledge of working on computers including MS-Word, MS-Excel, Power-Point and working in e-Office 4. Very good knowledge of independent noting-drafting on Computer/ eOffice as per requirements of Central Government Ministries.

2. The person with experience of handling protocol duties will be given preference.
3. The terms and conditions of engagement of these Consultants would be guided by the Office Memorandum No. 3-25/2020-E.III.A dated 09.12.2020 of Department of Expenditure.
4. The appointment will be purely on contract basis and initially be made for one year or till such vacancy is filled with regular incumbent, whichever is earlier. The term of appointment may be extended subject to essential review.
5. Retired/ retiring Central Government officers who are eligible and willing to accept the terms and conditions at **Annexure-I** may send application through e-mail ([kanwat.gaurav.dgca@nic.in](mailto:kanwat.gaurav.dgca@nic.in); [estt-coop@gov.in](mailto:estt-coop@gov.in)) with duly filled in Bio-data as per **Annexure-II**, along with a copy of the PPO/Pensioner card **within 10 days from the date of advertisement**. Shortlisted candidates will be required to attend an interview as and when informed. No TA/ DA will be paid for attending the interview.

Encl. Annexure-I and II

  
05/08/24  
(Ajit Kumar Sharma)  
Under Secretary to the Government of India  
Tel. 20849147

1. All Ministries / Departments
2. Sr. TD, NIC, Ministry of Cooperation – with the request to upload this circular on the website of Ministry of Cooperation
3. The Under Secretary (CS-I), Department of Personnel & Training, Lok Nayak Bhavan, New Delhi – with the request to upload the same on the website of the DoPT for wider publicity.



GENERAL TERMS AND CONDITIONS

1. The contractual appointment will be purely on Contract basis and will be in the Ministry of Cooperation located in New Delhi.
2. The consultants should preferably be a resident of Delhi / NCR only.
3. The monthly remuneration payable will be fixed as per formula of '**Last pay-minus-Pension**' excluding Dearness Allowance. The amount of remuneration shall remain unchanged for the entire term of the contract. There will be no annual increment / percentage increase during the contract period.
4. The Income tax and any other tax liable to be deducted, as per prevailing rates, will be deducted at source before effecting the payment of remuneration.
5. An appropriate and fixed amount as Transport Allowance for the purpose of commuting between residence and place of work shall be allowed not exceeding the rate applicable to him at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, they may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement."
6. The consultants will not be entitled for any other kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, transport facilities, etc.
7. The engagement period for the consultant would be initially for a period of one year or till such vacancy is filled with regular incumbent, whichever is earlier. This period may be extended subject to review at the sole discretion of this Ministry.
8. The retired Govt. officers below the age of 63 years as on closing date of the application will be considered.
9. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed / carried forward in case the engagement period is extended. Also, no payment in lieu of un-utilized leaves will be paid by this Ministry at the time of expiry of contract.
10. The candidate will be required to sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.
11. The Ministry may terminate the services of Consultants in case he/she is unable to achieve the assigned works within the time-frame or the work assigned to him/her is not satisfactory to the Ministry or he/she is found to be lacking in honesty and integrity.
12. The Ministry shall also reserve the right to terminate the services of Consultants at any time without giving any notice and also without assigning any reason. The engagement of consultants will not confer any right on the part of individual for permanent appointment to the post

13. The Consultants shall continue to draw pension and dearness relief on pension, if any, during the period of their engagement as Consultant. Their engagement as Consultant shall not be considered as a case of reemployment.
14. No TA/DA shall be admissible to the consultants for attending the interview or for taking up the appointment. Consultant will not be allowed any foreign travel at Government expenses.
15. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he will be liable for removal from engagement service and such other action as Government may deem necessary.

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Application for engagement as Consultants in Ministry of Cooperation

Affix your  
passport  
size photo

Post applied for: -

1. Name:
2. Father's Name:
3. Date of Birth:
4. Address:
5. Mobile No:
6. E-mail ID:
7. Date of Retirement:
8. Name of Ministry/Dept from which retired:
9. Name & Details of Joint Secretary under which last served:
10. Last pay drawn (copy of PPO should be enclosed):
11. Educational Qualifications:
12. Detail of Experience:

S.No.	Designation Ministry/Department	&	From	To	Nature of work Performed

\*Attach separate sheet. if necessary.

13. I declare that fulfill all the requirements for the position as given in the advertisement.
14. Any other information justifying engagement as consultant is attached in Annexure.
15. I declare that I was clear from vigilance angle at the time of my retirement No disciplinary or judiciary action is pending against me as on date
16. I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief

Place and Date

(Signature of Applicant)

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