

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 10<sup>th</sup> December, 2024

**OFFICE MEMORANDUM**

**Subject: Inviting applications for engagement of 5 consultants at Section Officer/Assistant Section Officer Level retired from Central Government Ministries/ Departments in MNRE-reg.**

Reference is invited to Circular No. 60/8/2017-ADMIN-I dated 04.12.2024 from Ministry of New & Renewable Energy. Ministry of New & Renewable Energy is inviting applications from retired Section Officer/ Assistant Section Officer of Central Government Ministries / Departments having experience of functioning in Government Organizations. The last date of receipt of application is 15 days from publication of the Circular.

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

Encl: As above

*Sunil*  
10/12/2024  
(Sunil Kumar)

Under Secretary to the Government of India

To

The retired CSS Officers (Through DoPT's website)

No.60/8/2017-Admn.I

भारत सरकार/ Government of India

नवीन और नवीकरणीय ऊर्जा मंत्रालय/ Ministry of New & Renewable Energy  
Atal Akshay Urja Bhawan, Opp. CGO Complex,  
New Delhi - 110003

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Dated: 4<sup>th</sup> December, 2024

**CIRCULAR**

Subject: Inviting applications for engagement of 5 Consultants at Section Officer/Assistant Section Officer level retired from Central Government Ministries / Departments —reg.

Ministry of New & Renewable Energy invites applications for engagement of 5 consultants from retired Section Officer/Assistant Section Officer level officers of Central Government Ministries / Departments having experience of functioning in Government organizations.

2. The brief job-description, eligibility criteria required for consultants are given below:

Level of consultant	Essential Criteria	Desired work experience	No. of Vacancies	Additional requirements
Section Officer (SO) And Assistant Section Officer (ASO)	Officers retired from Central Government Ministries Departments at the level of ASO/SO or equivalent from pay Level 7 to Level 10. <i>However, preference will be given to the retired officers belonging to Central Secretariat Service.</i>	I. Experience of working in administrative matters /Establishment matters/ Procurement Procedure/ Secretariat matters etc.	(02) Protocol officer	Experience of protocol duty at airport, booking of tickets (domestic & international), processing of air travel bills, work related to issuance of passports and visas and coordination with MEA, protocol assistance to foreign dignitaries and other miscellaneous work related to protocol duties.
		II. Good communication, noting and drafting skill	(01) Caretaker	Experience of management and caretaking of Govt. Buildings, supervision of housekeeping staff and work related to maintenance and cleaning of office premises, processing of application of MHA-I cards and CGHS cards.
		III. Having good working computer knowledge (MS word/MS Excel/Power point) and able to work on e-office platform	(02) General Consultant	Experience of working in Budget matters/ Cabinet Notes/ Policy Matter etc.
		IV. Ability to coordinate amongst different wings of the Ministry		
		V. RTI, Court Cases and Parliamentary		

		issues etc.		
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- Officer for the post of caretaker must have 24-hour availability for prompt resolution of urgent issues. Preference for caretaker will be given to those who resides within the radius of 5-10 km of AAUB.

#### 4. PERIOD OF ENGAGEMENT:

The initial engagement as consultant would be for a period of one-year, which may be extended on year-to-year basis beyond one year depending upon the requirement of the Ministry and performance review of the consultants. However, the engagement shall not be extended beyond 5 years **after** the age of **superannuation** or at **attaining** the age of 65 years whichever is earlier.

The engagement of consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with MNRE.

The engagement of consultants would be of a temporary nature against the tasks assigned. The engagement can be cancelled at any time by the Ministry without assigning any reason.

#### 5. Other requirements:

The candidate should have retired/ to be retired as on 31.01.2025 from Central Government Ministries / Departments having experience of functioning in Government bodies preferably in the concerned fields and have not attained the age of 64 years as on closing date for receipt of application.

#### 6. Remuneration:

Remuneration will be as per guidelines issued by the Department of Expenditure vide their O.M No. 3-25/2020-E.IIIA dated 09.12.2020 and also as per guidelines, if any, issued by The Department of Personnel and Training (DoPT) from time to time.

#### 7. Allowances:

No increment and Dearness Allowance shall be allowed during the term of the contract. The consultants shall not be entitled to any other allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, HRA, Personal Staff, CGHS, and Medical Reimbursement etc.

No TA/DA shall be admissible for joining the assignment or on its completion. However, the Consultants would be entitled to draw TA/DA for work-related travel as per his/ her last entitlement at the time of retirement as per the Government norms and extant rules, in case he/she is deputed for official work outside Delhi/NCR.

the place of work. The amount so fixed shall remain unchanged during the term of appointment. No Dearness Allowance shall be admissible on the Transportation Allowance.

#### **9. Leave:**

Consultants shall be eligible for paid leave of absence and 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.

#### **10. Working facility:**

Only the basic working facilities / infrastructure will be provided to the Consultants. No Transport or Telephone / Internet facility at residence etc. shall be provided.

#### **11. Working Hours:**

The Consultants shall have to work as per the working hours of the Ministry. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holidays

#### **12. Termination of engagement:**

The engagement of consultant can be terminated at any time without assigning any reason if:-

- a. If the Consultant is unable to accomplish the assigned works within the stipulated time and failed to accomplish work as per the satisfaction of the Ministry
- b. If the Consultant fails in timely achievement of the milestones as decided by the Ministry.
- c. If the Consultant is found lacking in honesty and integrity.
- d. Filling up the existing vacancy against which consultant has been engaged.

13. The Ministry reserves the right to cancel and not to proceed in the matter for engagement of consultants at any stage without giving any reason, whatsoever.

14. The Consultants shall not utilize or publish or disclose or part to third party any data or statistics or proceedings or information gathered during the course of this assignment. *Before hiring Consultants are also required to sign a Non-Disclosure Agreement which will include a mandatory two-year cooling off period post their Government contract completion; if they intend to join foreign Missions/ firms/ think tanks.*

#### **15. Procedure for selection:**

Candidates meeting the conditions as given above shall be shortlisted based upon criteria formulated by the Ministry and personal interaction with the duly constituted selection committee. The Communication shall be on the postal address given in the application and /or through e-mail ID given by the Candidates.

16. Interested candidates may send their CV in the prescribed format in Annexure-I (Copy enclosed) along with proof of date of birth, Last Pay Certificate and a copy of Pension Payment Order by e-mail / post within 15 days from publication of the Circular on the website of the

Ministry to the **Under Secretary (Admn.-I), Ministry of New & Renewable Energy**, Atal Akshaya Urja Bhawan, Opp. CGO Complex, Lodhi Road, New Delhi -110003” or on e-mail “**recruitment-mnre@gov.in**”.



(Arunava Sengupta)

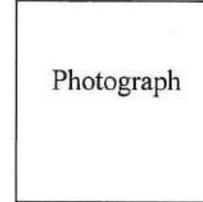
Under Secretary to the Govt. of India

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E-mail: [a.sengupta@nic.in](mailto:a.sengupta@nic.in)

Application for engagement of Consultant in the Ministry of  
New & Renewable Energy

1. Name:
2. Father's Name:
3. Date of Birth:
4. Nationality:
5. Mailing Address:
6. Contact / Mob. No.:
7. Email Address:
8. Date of Retirement from Govt. Service:
9. Ministry/ Department Organization from where retired
10. Post held at the time of retirement
11. Permanent Address:
12. Highest Educational Qualifications:
13. Work Experience starting from last post held: -



Sr. No.	Ministry/ Department Organization/Institute	Period	Details of work Experience	Remarks

14. Pension Payment Order No. (Attach a copy of PPO):

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I have read this circular and ready to accept the terms and conditions for engagement of consultants.

Date &  
Place:

Signature:.....