

No.21/7/2023-CS.I (Coord.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS.I Division)

2nd Floor, 'A' Wing, Lok Nayak Bhawan,
Khan Market, New Delhi-110003

Dated the 11th December, 2024

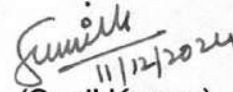
OFFICE MEMORANDUM

Subject: Engagement of Retired Central Government Officers as Consultants (Retired) in Ministry of Panchayati Raj-reg.

Reference is invited to Circular No. A-11012/3/2021-Estt. (27028) dated 05.12.2024 from Ministry of Panchayati Raj. Ministry of Panchayati Raj is inviting applications from Central Government Officers, who retired at the level of Director/ Deputy Secretary/ Under Secretary/ Section Officer for engagement as Consultants of full time basis. The last date of receipt of application is 21 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


11/12/2024
(Sunil Kumar)

Under Secretary to the Government of India

To

The retired CSS Officers (Through DoPT's website)

A-11012/3/2021-Estt. (27028)
Government of India
Ministry of Panchayati Raj
(Establishment Division)

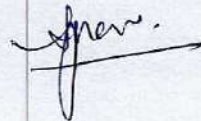
11th Floor, Jeevan Prakash Building,
25- K.G.Marg, New Delhi
Dated the 05th December, 2024

VACANCY CIRCULAR

Subject: Engagement of Retired Central Government Officers as Consultants (Retired) in Ministry of Panchayati Raj

Ministry of Panchayati Raj (MoPR) invites application from Retired Central Government Officers for engagement as Consultants (Retired) on full time basis with the following job description and experience.

S. No.	Description	
1.	Name of Position	Consultant (Retired)
2.	Number of Positions*	10
3.	Method of Recruitment	Contract Basis
4.	Place of Posting	Ministry of Panchayati Raj, New Delhi
5.	Age Limit	Maximum age limit is 63 years as on the date of Advertisement. The age will be relaxed in exceptional cases in the interest of the Government with the approval of the Secretary, PR.
6.	Period of Contract	Initially for a period of One (01) year.
7.	Remuneration (per month)	A fixed monthly amount shall be paid as per the extant GOI instructions, arrived at by deducting the basic pension from the last pay drawn at the time of retirement.
8.	Eligibility	Retired Central Government Officers of the level of Section Officer/ Under Secretary/ Deputy Secretary /Director and equivalent.
9.	Experience	Officers with exposure in handling implementation of programmes relating to the rural sector, legal matters, establishment & administration matters, Finance and Budget & Accounts etc., with adequate computer applications handling skills on e-Office platform will be given preference.
10.	Assignments	They will be engaged for providing support to the various Divisions in processing of files and interpretation of Government rules and regulations. Division/Section wise assignments as given in Annexure-I.



***Subject to change in numbers depending on the requirements of the MoPR.**

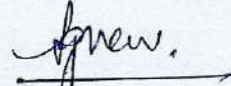
Terms and Conditions:

The terms and conditions of engagement of the Consultant (Retired) are regulated as per the Guidelines for engagement of Consultants (Retd.) in MoPR issued vide this Ministry's OM of even no. dated 4th August, 2021 and revised from time to time. The same may be referred in the Ministry website www.panchayat.gov.in

Submission of Application:

The applications should be in the format enclosed and supported with self-attested copies of relevant documents. The applications are to be submitted through e-mail subhash.sangwan@nic.in, with the subject "Application for post of Consultant (Retd)", within **21 days** from the date of publication of the advertisement.

Incomplete application not supported with self-attested relevant documents will not be entertained.



(Subhash Sangwan)

Under Secretary to the Government of India

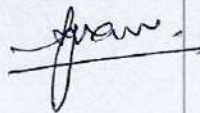
अवधि
पंचायती राज
जीवन
नई दिल्ली-110001

To

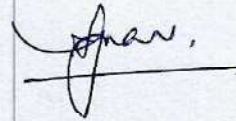
1. DoP&T with the request for uploading on the website of DoP&T to give wide publicity.
2. NIC Cell for uploading on MoPR Website

Annexure- I

S. No.	Division/Section	No. of positions (Tentative)	Job Description
1.	Fiscal Devolution	1	Matters pertaining to Finance Commission, SFC/EFC, Fiscal Devolution, Financial Management of Panchayats, etc
2.	OSR Section	1	Adequately address the issues related to Own Source Revenue (OSR) of Rural Local Bodies and to engage with the States
3.	PESA Cell	1	Policy provisions for Panchayati Raj Institutions, PESA Act 1996, Advocacy for greater devolution etc.
4.	Establishment	1	To study the organizational structure, methods of work and procedures of the Ministry with a view to suggesting measures for reforms so as to improve the efficiency of the Ministry, to assess the workload in each division from time to time and to consider the requirement of staff, to develop remedial measures for record management, weeding out of records as per Record Retention Schedule at regular intervals, utilization of space within Ministry. Recruitment Rules, Cadre restructuring, GEM related/Tender related, MACP, DPC for promotion, Pay fixation related cases, Court cases/Disciplinary cases etc. At least 03-05 years' experience in handling Establishment matters in Ministry/Department is essential.
5.	Parliament and Coordination	1	Compilation of data, preparation of monthly summary to cabinet, drafting of minutes of Senior Officer Meeting, examination of references received from various Ministries/Departments and furnish comments thereon, assist to handling of Parliament Questions, prepare PPT for meetings. etc.
6.	Budget & Finance	1	Process of Budget formulation, Union Budget Information System (UBIS) including uploading of data on portal, Preparation of detailed demand for Grants, processing of Audit/Audit Reports, Monitoring of trends of Expenditure Re-appropriation, BE, RE preparation, processing of proposals seeking concurrences of IFD under Schemes and Non-Schemes etc.of MoPR, coordination with MoF/DoE/DoEA for Budget and Finance matters. Preferably Account Officer/Senior Accounts Officer/ Section Officer or Under Secretary/Deputy Director or equivalent in Central Government Ministries/Departments with at least 03-05 years' experience in handling Budget and



			IFD matters in Ministry/Department is essential. Proficient in noting & drafting skills for budget, finance and IFD matters as well as typing skills are pre-requisite.
7.	Legal Cell	1	Legal matters – Assisting the Ministry to prepare draft counter affidavits/replies, Coordination & briefing ASGs/CGSCs different Courts, attending court proceedings and assisting ASG/CGSC during hearing of various court cases, liaising works related to court cases and any other works assigned etc. At least 03-05 years' experience in handling legal matters in Ministry/Department is Essential.
8.	Public Grievance Cell	1	Person having domain knowledge of schemes/ programmes of the Ministry of Panchayati Raj and also having experience and skill for data analytics and root cause analysis of grievances, to follow-up with the states for timely and effective redress of the PGs, etc.
9.	Capacity Building	2	To deal with the Rashtriya Gram Swaraj Abhiyan (RGSA) Scheme, MIS, Annual Action Plan of the Division, etc.



Annexure- II

**Application for engagement as Consultant (Retired) in the Ministry of Panchayati Raj,
New Delhi.**

1. Name :
2. Father's/Spouse Name :
3. Date of Birth:
4. Gender :
5. Mailing Address (with Tel. / Mob. No. & E-mail address) :
6. Permanent Address:
7. Educational Qualifications :
8. Details of employment (from latest)

**Paste your recent
passport size photo**

Sl. No.	Ministry / Deptt	Post held & Section/ Division	Basic Pay	Period		Nature of Duties
				From	To	

9. Date of Retirement with copy of PPO:
10. Last Pay Drawn (as per 7th CPC)
11. APAR for the last five years:
12. Any other relevant Information:



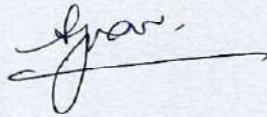
DECLARATION

I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete OR ineligibility being detected at any time before OR after selection/interview., my candidature is liable to be rejected and I shall be bound by the decision of the Ministry of Panchayati Raj. I have read the Vacancy circular and ready to accept all the terms and conditions for engagement of Consultants (Retd).

Place:

Date:

Signature
(Full name of the applicant)

A handwritten signature in black ink, appearing to be 'S. J. Rao', with a long horizontal line extending to the right from the end of the signature.