

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

Lok Nayak Bhawan, New Delhi
Dated: 15.03. 2024

OFFICE MEMORANDUM

Subject: Engagement of two consultants in the office of the DWBDNC under the Ministry of Social Justice and Empowerment -reg.

Reference is invited to Circular No. -22020/2/2021-DWBDNCs dated 13.03.2024 (Copy enclosed) inviting applications from retired Government officers on the subject cited above. The last date for receipt of applications is 22.03.2024.

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

Encl: As above


15/03/2024
(Sunil Kumar)

Under Secretary to the Government of India

To

The retired CSS Officers (Through DoPT's website)

F.No. A-22020/2/2021-DWBDNCs
Government of India
Ministry of Social Justice & Empowerment
Development and Welfare Board for
De-notified, Nomadic and Semi Nomadic Communities

2nd Wing, 2nd Floor, West Block-8
R.K. Puram, Sector-I, New Delhi -110066
Dated: 13.03.2024


OFFICE MEMORANDUM

Sub: Engagement of Consultants in the office of Development and Welfare Board for De-notified, Nomadic and Semi Nomadic Communities- reg.

The undersigned is directed to say that the Development and Welfare Board for De-notified, Nomadic and Semi Nomadic Communities has been constituted w.e.f. 21.02.2019 as Registered Society under the Ministry of Social Justice & Empowerment. It has been decided with the approval of the competent authority to engage two retired Government employees as consultants in this office.

2. It is requested that the circular for engagement of consultants may be uploaded on the web portal of DoP&T. A copy of circular is attached.

Encl: As above.


(Sanjay Kohli)

Deputy Secretary to the Govt. of India

To,

US CS-I (Coordination) Department of Personnel & Training, 2nd Floor, 'A' Wing Lok Nayak Bhawan, Khan Market, Delhi-110003.

Copy to:

- i. All Ministries and Departments of the Govt. of India with the request to give wide publicity to the circular among the concerned.
- ii. US (BC-I and III), D/o SJ&E for placing the above circular on the website of M/o SJ&E.

F.No. A-22020/2/2021-DWBDNCs
Government of India
Ministry of Social Justice & Empowerment
Development and Welfare Board for
De-notified, Nomadic and Semi Nomadic Communities

2nd Wing, 2nd Floor, West Block-8
R.K. Puram, Sector-I, New Delhi -110066
Dated: 13.03.2024

CIRCULAR

Sub: Engagement of two consultants in the office of the DWBDNC under the Ministry of Social Justice and Empowerment-reg.

Applications are invited in the prescribed format (as per Annexure) to engage retired Government employees as Consultants in the office of Development and Welfare Board for De-notified, Nomadic and Semi Nomadic Communities (DWBDNC), an Registered Society under the Ministry of Social Justice & Empowerment for the following categories:

S.No.	Name of Post	Qualification	No. of Post
1.	Consultant (Scheme Implementation)	Retired as US/DS/Director Applicants should have experience of serving in the post of US/DS/Director in any central Ministry/Department. Should have knowledge of Service rules & Noting/drafting. Good working computer knowledge and experience in Administration/establishment/Procurement procedure/Secretariat matters/RTI/Court Cases/Parliamentary issues etc. Good knowledge of working on E-Office system independently. Those applicants will be preferred, who have experience of working in central Ministry/Department, in policy formulation, implementation, monitoring, review of central sector/centrally sponsored schemes for disadvantaged sections of the society and should have experience of making EFC/SFC Memorandum, Cabinet Note etc.	1
2.	Consultant (Accountant)	Retired as Senior Accounts Officer/Accounts Officer/Assistant Accounts Officer/Senior Accountant. Should have knowledge of GFR/ Government accounting procedure/PFMS, funds releases, budgetary procedures etc. Good knowledge of working on E-Office system independently.	1

Period of engagement: The Consultants shall be engaged initially for a period of one year which may be extended depending on the requirement and performance review of the Consultants. However, the engagement shall not be extended beyond 5 years after 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 the DWBDNC. The engagement can be cancelled at any time by the DWBDNC without assigning any reasons.

3. **Age:** Age shall not be beyond 64 years as on the closing date of receipt of application.

4. **Remuneration:** A fixed monthly amount shall be paid as per the Government norms, arrived at by deducting the basic pension from the basic pay drawn at the time of retirement. The amount of remuneration suffixed shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase during the contract period.

Remuneration will further be subject to as per the guidelines issued by the Department of Expenditure vide their O.M. 3-25/2020-E-IIIA dated 9th December, 2020 and also as per guidelines, if any, issued by the DoP&T from time to time.

5. **Allowance:** They will not be entitled to any other allowances such as Dearness Allowance, residential telephone, residential accommodation, HRA, CGHS, medical reimbursement etc

An appropriate and fixed amount as Transport allowance for the purpose of commuting between the residence and the place of work shall be paid not exceeding the rate applicable to the appointee at the time of retirement

6. **Leave:** No leave except casual leave @ 1.5 days for each completed month of service is admissible. Accumulation of leave beyond a calendar year will not be allowed

7. **Working hours:** The days of work will be the same as those applicable to regular employees of the Board but may be required to attend office on Saturday/Sunday/closed holidays in case of exigencies of work

8. **Termination of Engagement:** The engagement of consultant can be terminated at any time without assigning any reason, if:

- i. If the Consultant is unable to accomplish the assigned work within the stipulated time and fails to accomplish work as per the satisfaction of the Board.
- ii. If the consultant fails in timely achievement of the milestones as decided by the Board.
- iii. If the Consultant is found lacking in honesty and integrity.
- iv. Filling up the existing vacancy against which the Consultant has been engaged.

9. **Procedure of Selection:** Candidates meeting the conditions as given above shall be shortlisted based upon criteria formulated by the Board and personal interaction with the duly constituted Selection Committee. The Communication shall be given on the postal address/ E-mail ID provided by the Candidate.

10. Persons who fulfill the eligibility criteria and who are willing to join immediately may submit their applications in the enclosed format with supporting documents to the Deputy Secretary, DWBDNC, West Block-8, 2nd Floor, 2 Wing, Sector-1, R.K. Puram latest by 22.03.2024 and email at sanjay.kohli@nic.in or gautam.kr70@nic.in.

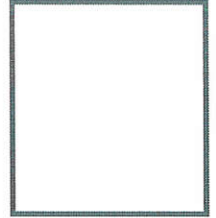


(Sanjay Kohli)

Deputy Secretary to the Govt. of India

APPLICATION PROFORMA

1. Name (IN BLOCK LETTER):
2. Post Applied for:
3. Date of Retirement:
4. Last Post held before retirement:
5. Name of the Ministry/Department from which retired:
6. Last Pay drawn:
7. P.P.O No.:
(please enclosed a copy of PPO):
8. Mobile Number:
9. Email ID:
10. Address for communication:
11. Date of Birth:
12. Educational Qualification:
13. Details of employment, in chronological order (enclose a separate sheet):
14. Work Experience (enclose a separate sheet, if required):
15. Any additional Qualification or Experience:



DECLARATION:

I hereby 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 deleted 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 Development and Welfare Board for De-notified, Nomadic and Semi Nomadic Communities.

Place:

Date:

Signature
(Full name of the applicant)