

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: 29.01. 2024

OFFICE MEMORANDUM

Subject: Engagement of Retired Government Employees as Consultant in the Official Language Section of the Directorate of Plant Protection, Quarantine and Storage, Faridabad –reg.

Reference is invited to Circular No. 2-01/2023-Admin.I dated 25.01.2024 (Copy enclosed) inviting applications from retired Government Officials on the subject cited above. The last date of submission of application is 11.02.2024.

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

Encl: As above


(Sunil Kumar)

Under Secretary to the Government of India

Under Secretary to the Government of India

To

The Retired CSS Officers (Through DoPT's website)

(TO BE PUBLISHED ON WEBSITE OF THE DIRECTORATE)

No.2-01/2023-Admin.I

भारत सरकार/Government of India

कृषि एवं किसान कल्याणमंत्रालय / Ministry of Agriculture & Farmers Welfare

कृषि एवं किसान कल्याण विभाग/Department of Agriculture & Farmers Welfare

वनस्पति संरक्षण,संगरोध एवं संग्रह निदेशालय

DIRECTORATE OF PLANT PROTECTION, QUARANTINE AND STORAGE

एन.एच.चार,फरीदाबाद 121001-(हरियाणा)/N.H. IV, FARIDABAD-121001 (Haryana)

Dated: 25th January, 2024

Vacancy Circular

Subject: Engagement of retired Government Employees as Consultant in the Official Language Section of the Directorate of Plant Protection, Quarantine and Storage, Faridabad-reg.

The Directorate of Plant Protection, Quarantine and Storage, Faridabad an attached office of Ministry of Agriculture & Farmers Welfare invites applications for engagement of retired officers of Central/State Government/PSU/Autonomous Bodies as consultant in Official Language Section of Directorate of Plant Protection, Quarantine and Storage, Faridabad. The eligible retired Government servants from Central/State Govt./PSU/Autonomous Bodies, who fulfill the following criteria, may apply: -

Sl. No.	Name of Post/Scale	No. of vacancy	Remuneration per Month	Age limit	Educational qualification	Experience
1	2	3	4	5	6	7
1.	Deputy Director (OL) (Pay Level-11 or equivalent)	1(One)	The remuneration would be regulated as per Department of Expenditure O.M. dated 09.12.2020.	Age should not be more than 64 years as on 01.01.2024	Postgraduate or equivalent in Hindi or English from a recognized University	The candidate must be well acquainted with functioning of Ministries/Departments of GOI and handling work related to Hindi inspection by Parliamentary standing committees. The candidate should have worked as DD(OL)/AD(OL) or equivalent for a minimum period of 5 years.
2.	Assistant Director (OL) (Pay Level-10 or equivalent)	1 (One)			and Bachelor's degree in Hindi with English as one of the subject at degree level either as a compulsory or optional from a recognized university or equivalent.	Knowledge of English to Hindi and Hindi to English translation, Hindi typing and official language with minimum 15 years of experience in OL Division of Central/State Govt.
3.	Senior Translation Officer (Pay Level – 7 or equivalent) for Official Language Section	01 (One)				Knowledge of English to Hindi and Hindi to English translation, Hindi typing and official language with minimum 10 years of experience in OL Division of Central/State Govt.

Note:- Initial Period of Engagement will be for Six Months.

2. GENERAL TERMS & CONDITIONS

2.1 **Allowances:** Consultants shall not be entitled to any kind of allowance or accommodation facility e.g. Dearness Allowances, Transport Facility, Residential Accommodation, Personal Staff, CGHS, and Medical Reimbursement etc. However, an appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment.

2.2 **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion of foreign travel of Consultants is not permitted at all. However, should they require to travel inside the country in connection with the official work of the Department, TA/DA as admissible to a regular employee of the same grade, he /she retired from, will be paid to him/her after obtaining approval of the competent authority.

2.3 **Drawl of Pension:** A retired Government officer/official appointed as consultant shall continue to draw pension and the dearness relief on pension during the period of his engagement as consultant, His/her engagement as Consultant shall not be considered as a case of re-employment.

2.4 **Leave:** Consultants shall be eligible for Eight (08) Days leave in a calendar year on pro rata basis. Also, un-availed leave shall neither be carried forward to next year nor encashed.

2.5 **Tax Deduction at Source [TDS]:** TDS as admissible shall be deducted from the monthly remuneration of Consultants. A TDS certificate shall be issued by the concerned DDO on demand.

2.6 **Working Hours:** Consultants shall follow the normal working hours as prescribed [i.e. 09:00 AM to 05:30 PM]. However, depending on the exigency of work, 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.

3. PERIOD OF ENGAEMENT AND EXTENTION OF TENURE

3.1 The selection will be based on personal talk/interview/written test, as per the decision of the Competent Authority at Directorate.

3.2 **The initial engagement as Consultant shall be for a period of six months** which may be extended, beyond six months based on requirement of the Section and performance of consultant(s) concerned but shall not be extended beyond five years after superannuation.

3.3 The appointment 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 in the Directorate of Plant Protection, Quarantine and Storage, Faridabad.

3.4 The appointment of Consultants is of a purely temporary basis (non-official) nature against the specific jobs.

4. CONFIDENTIALITY OF DATA AND DOCUMENTS

4.1 The Intellectual Property Rights (IPR) off the data collected as well as deliverables produced for the Department shall remain with the Department.

4.2 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statics or proceedings or information collected for the purpose of his assignment or during the course of, assignment for the Department without the express written consent of the Department.

4.3 The consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract and before the final payment is released by the Department.



5. CONFLICT OF INTEREST

5.1 The Consultant appointed by the Department shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department nor will he indulge in any activity outside the terms of the contractual assignment.

5.2 The Consultant **will not be entitled** for any benefit/compensation absorption/regularization of service with this Department.

6. TERMINATION OF ENGAGEMENT

The engagement of Consultants can be terminated by the Department at any time without assigning any reason thereof by giving them 15 Days' notice. Termination shall be effected on the day right after the completion of fifteen (15) days of delivery of such notice. However, in case a Consultant wishes to resign, he will have to give 15 days' advance notice or remuneration in lieu thereof before resigning from the engagement. Department may terminate the engagement in following conditions:-

- i. The Consultant is unable to address the assigned work;
- ii. Quality of the work is not to the satisfaction of the Department;
- iii. The Consultant fails in timely achievement of the milestones as finally decided by the Department.
- iv. The Consultant is found lacking in honesty and integrity.
- v. Posting of a government official who could do the Consultant's job.
- vi. The requirement of Consultant for the work assigned ceased to exist.

7. RIGHTS OF THE DEPARTMENT

The Department has the right to cancel the advertisement, and not to go for engagement of Consultant, at any stage. It may accept or reject any or all application, without giving any reasons there for, whatsoever.

8 Guideline for the submission of the application

The duly completed application in prescribed proforma at Annexure-I should be sent to email ID **cao-ppqs@gov.in** by **11.02.2024** with subject bearing "Application for the post of Consultant in the Official Language Section of the Directorate of Plant Protection, Quarantine and Storage, Faridabad". Applicant can also forward their application form in Hard Copy to "Chief Administrative Officer, Directorate of Plant Protection, Quarantine and Storage, N.H.IV, Faridabad-121001 (Haryana)" which should reach by **11.02.2024**. Any application received after the last date of submission will not be entertained. The application should be submitted with the following self-attested scanned documents in PDF format.

- a) Copy of retirement order/notification.
- b) Copy of Pension Payment Order (PPO).
- c) Certificate in support of educational qualification & experience.

9. Hindi version will follow.


25/01/2024

(Kusum Goel)

Chief Administrative Officer

Tel: 0129-2476331

Application for the post of Consultant in the Official Language Section of Directorate of Plant Protection, Quarantine and Storage, Faridabad

Name of the post applied for : [Deputy Director(OL)/ Assistant Director(OL)/ Sr. translation Officer]

Recent passport
size Photograph

Sl. No.	Particulars		To filled by the applicant	
1.	Full Name (in BLOCK LETTERS)			
2.	Father's/Husband's Name			
3.	Date of Birth (dd/mm/yyyy)			
4.	Contact Details	Mobile No.:		
		Tel No.:		
		E-mail ID		
5.	Address for Communication			
			PIN:	
6.	Date of Joining of Government Service			
7.	Age as on Date (yy/mm)			
8.	Category (SC/ST/OBC)			
9.	Whether Physically handicapped			
10.	Date of retirement and the post from which retired (enclosed copy of retirement order)			
11.	Name of the Ministry/Department/State Government/PSU from which retired			
12.	Last Pay Drawn (please enclose copy)			
13.	Educational/Technical/Qualification (Please enclose copy of Certificate/ Mark Sheet)			
14.	P.P.O No. (Please enclose Copy)			
15.	Details of Computer Knowledge			
16.	Brief particulars of Experience of the last 10 years (assignment-wise). Other relevant experiences may also be provided. [A separate sheet may be annexed]			

I hereby declare that the particulars furnished above are true 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 I liable to be rejected and I shall be bound by the decision of the Directorate of Plant Protection, Quarantine and Storage, Faridabad. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Place:
Date:

Signature
(Full name of the applicant)

Details of Experience

Period	Name of Office/Organization	Post/Last Drawn/Pay with Pay/Level Matrix, if applicable	Pay Band Grade	Description of duties performed

Name : _____

Signature: _____