

No. 21/2/2020/CS-I (Coord)
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS-I Division)

2nd Floor, Lok Nayak Bhawan
Khan Market, New Delhi-3


Dated the 21st December, 2020

OFFICE MEMORANDUM

Subject : Notice inviting applications from retired government officers for engagement as consultants in the Department of Social Justice & Empowerment, on contract basis- reg.

The undersigned is directed to circulate the Office Memorandum No. A-12034/1/2020-Estt-II dated 8th December, 2020 (along with enclosures) received from Ministry of Ministry of Social Justice & Empowerment, who proposes to engage retired officers.

2. In case of any further clarification, applicants are requested to contact the concerned Ministries / Departments.


(PB Sahu)

Deputy Secretary to the Government of India

To

All Ministries / Departments (through DOPT's website)

**Government of India
Ministry of Social Justice & Empowerment
Department of Social Justice & Empowerment**

Shastri Bhawan, New Delhi-01
Dated: 8th December, 2020

OFFICE MEMORANDUM

Subject: Notice inviting applications from retd government officers for engagement as consultants in the Department of Social Justice & Empowerment, on contract basis-reg.

The undersigned is directed to inform that Department of Social Justice and Empowerment (D/o SJ&E) has issued an Advertisement dated the 8th December, 2020 (copy enclosed) for inviting applications from suitable eligible retired government officers for engagement as Consultants on contract basis. The last date prescribed for receipt of applications in D/o SJ&E is **31st December, 2020**. A copy of Advertisement is also readily available on the website of D/o SJ&E (www.socialjustice.nic.in)

2. It is requested that the above Advertisement of D/o SJ&E may please be got uploaded on the website of DoPT for giving wide publicity amongst suitable eligible candidates.

Signature valid

Digitally signed by ASOKAN
P.K

Date: 2020.12.08 16:10:55 IST

Under Secretary to the Govt. of India

Encl: as above.

The Director (CS-I),
CS Division,
Department of Personal & Training,
Lok Nayak Bhawan, Khan Market,
New Delhi.

Government of India
Ministry of Social Justice & Empowerment
Department of Social Justice & Empowerment

Shastri Bhawan, New Delhi-01
Dated: the 8th December, 2020

Subject: Notice inviting applications from retired govt officers for engagement as consultants in the Department of Social Justice & Empowerment, on contract basis.

Department of Social Justice & Empowerment invites applications for engagement of Consultants from retired officers from Central Government Ministries/Departments/CPSUs, for engagement as Consultants on contract basis.

2. The eligibility criteria/experience and terms and conditions of the engagement are as under:

- i. Consultant-Finance (1 post) : Retired officers of Central Government/CPSUs in the level of Section Officer/Under Secretary or equivalent. Should be capable of examining Annual accounts, financial statements, Board draft resolutions, Department of Public Enterprises (DPE) guidelines and implementation of India Accounting standard prescribed by Ministry of Company Affairs etc. The consultant must be well versed in commercial accounts and in broad understanding of DPE & Ministry of Company Affairs' orders/guidelines etc. Should have competency in drafting of noting and communications and working knowledge in MS Word, MS Excel, MS Power Point etc.
- ii. Consultant-Establishment (1 post): Retired officers of Central Government in the level of Section Officer/Assistant Section Officer or equivalent and having experience in handling Establishment matters and Secretariat procedures. Should have competency in drafting of noting and communications and working knowledge in MS Word, MS Excel, MS Power Point etc.
- iii. Consultant- Cash Section (1 post): Retired officers of Central Government in the level of Section Office/Assistant Section Officer or equivalent and having experience in handling various tasks in Cash Section which includes preparation of salary bills, income tax calculation, bills and vouchers, PFMS etc. Should have competency in drafting of noting and communications and working knowledge in MS Word, MS Excel, MS Power Point etc.
- iv. Consultant- Coordination (1 post): Retired officers of Central Government in the level of Section Officer or equivalent and having experience in handling coordination work in the Ministry/Department. Should have competency in drafting of noting and communications and working knowledge in MS Word, MS Excel, MS Power Point etc.
- v. Consultant-Policy/Scheme (1 post): Retired officers of Central Government in the level of Section Officer or equivalent. Should have experience in handling work relating to Policy matters/schemes/drafting SFC/EFC/Cabinet Note etc. Should have competency in drafting of noting and communications and working knowledge in MS Word, MS Excel, MS Power Point etc.
- vi. Consultant-Legal (02 posts): Retired officers of Central Government in the level of Under Secretary/Deputy Secretary or equivalent with Degree of LLB and having

experience in handling legal matters/court cases related to Supreme Court/High Court/ CAT etc. Should have working knowledge in MS Word, MS Excel, MS Power Point etc.

vii. Consultant- PCR Desk (1 post): Retired officers of Central Government/CPSUs in the level of Under Secretary/Section Officer or equivalent. Should be capable to deal with Amendments in the Acts, Private Member Bill, Resolutions, Parliament Questions/Assurances, Special Mentions, RTI, matters related to offences of untouchability & atrocities, Public Grievances and preparing & laying of Annual Reports in Parliament, etc. Should have competency in drafting of noting and communications and working knowledge in MS Word, MS Excel, MS Power Point etc.

viii. Consultant-Statistics Division (1 post): Retired officers of Central Government/CPSUs in the level of Section Officer/Assistant Section Officer or equivalent. Should be capable to deal with evaluation of Social Audit Scheme, Statistics related matter, Outcome framework, Gender Budgeting, preparation of Annual Report, Tender, Parliament Questions, Public Grievances, VIP References and RTI, etc. Should have competency in drafting of noting and communications and working knowledge in MS Word, MS Excel, MS Power Point etc.

3. The tenure of contract shall be initially for one year which is extendable on the basis of requirement of the office and performance of the candidate. The Contract can be terminated at any time at the discretion of the Department, if the performance of the person so engaged is not found satisfactory.

4. The Department of Social Justice & Empowerment reserves the right to accept or reject the applications without assigning any reasons.

5. Cut-off **Age**: The age of the applicant shall not exceed **63 years as on last date of receipt of application.**

6. **Monthly remuneration**: The monthly remuneration and the terms and conditions of Consultants shall be regulated by Guidelines and Procedure for engagement of Consultants in Department of Social Justice & Empowerment (**attached**).

7. Interested persons may apply in the enclosed proforma and may forward the signed scanned copy of the application along with enclosures via mail at **amit.jha85@nic.in on or before the closing date.**

8. The last date for receipt of applications is **31.12.2020.**

Signature valid

Digitally signed by ASOKAN
P.K

Date: 2020.12.08 15:59:57 IST

Under Secretary to the Govt. of India

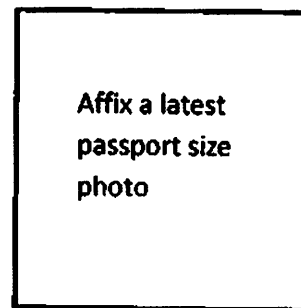
Encl: Prescribed pro-forma for application/
Guidelines.

To,

1. All Ministries/Departments.
2. NIC, D/o SJE with request to publish above advertisement in the website.
3. E-Office Notice Board, D/o SJE

BIO-DATA

A. Post Applied For:



B. Personal Information:

| | | |
|----|----------------------------|--|
| 1. | Name | |
| 2. | Address for communication | |
| 3. | Mobile No. | |
| 4. | E-mail ID | |
| 5. | Date of Birth | |
| 6. | Date of Retirement | |
| 7. | Age as on 31.12.2020 | |
| 8. | Educational Qualification | |
| 9. | Professional Qualification | |

10. Details of previous employment/ experience (in Chronological order)

| S.No. | Names of Organisations | Post Held | Period of Employment | | Nature of assignments undertaken | Last Pay Drawn |
|-------|------------------------|-----------|----------------------|----|----------------------------------|----------------|
| | | | From | To | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

C. Certified that the information furnished above are true to the best of my knowledge and belief. I understand that in case any of the information furnished above is found to be false, at any stage before or after appointment, my appointment will be liable to be cancelled and suitable legal action can be taken against me.

Signature

Enclosures:

Date:

Government of India
Department of Social Justice & Empowerment

Subject:- Guidelines and Procedure for engagement of Consultants in the Department of Social Justice & Empowerment

The scheme of engagement of Consultants in the Department of Social Justice & Empowerment for technical and secretariat work shall henceforth be regulated as per the following guidelines:-

I. PURPOSE –

- 1.1 The purpose of these guidelines is to define the broad policies and procedures for selection, contracting and monitoring of consultants financed from the resources of Department of SJ&E.
- 1.2 For the purpose these Guidelines, the term Consultant (s) includes retired officers/staff from the Government, PSU's and also experts from the Non-Governmental Organization, Universities and Research Organizations having considerable experience and expertise in the field of the following target groups of the Ministry:
 - Scheduled Castes
 - Other Backward Classes
 - Senior Citizens
 - Victims of Substance Abuse
 - Transgender
 - Beggars
 - Any other activity assigned to the Dept.

The experience and expertise should be related with formulation and implementation of policies, plans, Acts, regulations etc. It also includes implementation and monitoring of the schemes/programmes of the Department.

- 1.3 The specific purpose, rules and procedure will be followed for employing consultants depending on circumstances of the particular case. However, following main consideration would guide the need and selection process:-
 - (a) the absence of required expertise in house, or
 - (b) the need for economy and efficiency, or

- (c) the need to have highly qualified experts for providing the specific services.

1.4 The consultant would be appointed to undertake mainly following work:

(i) **TECHNICAL WORK:**

- a) The work would include Research, Evaluation, Planning, Legal & Court Cases, Skill Development, and Monitoring of the schemes of the Department in the field of target groups of the Department.
- b) The specific job related with Scheduled Castes & OBCs, Scheduled Castes Component Plan, Protection of Scheduled Castes, Sr. Citizen, and programmes for victims of drug abuse persons, transgenders, beggars which need analytical and problem solving skills may also be assigned to the Consultant.

(ii) **SECRETARIAT WORK**

- a) The work would include Secretarial work related with implementation of the schemes of the Department, preparation of SFC/EFC Memos, drafting Cabinet Notes, Direct Benefit Transfer Scheme, Results Frame Work Document, notes on various schemes of Department etc.
- b) The Consultant would be providing senior level secretarial services, office support in order to ensure very high level of efficiency and effectiveness of office administration.

2. RULE POSITION FOR APPOINTMENT OF CONSULTANTS

The Guidelines for engagement of Consultant in the Department of SJ&E will be as laid down in the General Financial Rules (Rule 163 to 177), Manual of Policies and Procedure of Employment of Consultants issued by Ministry of Finance and relevant instructions of DOPF and Ministry of Finance, issued from time to time.

In brief the engagement of Consultants as laid down in the General Financial Rules, 2005 is that –

- The Ministry may hire external professional, consultancy firms or Consultants for a specific job which is well defined in terms of content and time frame.
- Guidelines for Engagement of consultant may be resorted to in situations require high quality services for which the concerned Ministries do not have requisite expertise.
- The Ministry should prepare in simple and concise language the requirements, objectives and the scope of the assignment.

- The eligibility and pre-qualification criteria to be met by the Consultants should be clearly identified.
- The estimated reasonable expenditure for the hiring the consultants should be worked out.
- GFR also defines the procedure where the estimated cost of the work or service is up to Rupees Twenty Five lakhs, a list may be prepared of potential Consultants on the basis of formal or informal enquiries from other Department.
- Where the estimated cost of work is above Rupees Twenty Five lakhs, an enquiry for seeking "Expression of Interest" from Consultants should be published in at least one national daily and the Department's website.
- Consultants shall normally not to be appointed as heads of Divisions.
- Retired Government officials with relevant experience would also be eligible for selection as Consultants.

3. PERIOD OF ENGAGEMENT

- 3.1 The initial engagement for a person as Consultant would be for a period of 6 (six) months or for the period of consultancy as already defined in the terms of Reference (ToR) (**Annexure-I**). Thereafter, the engagement would be reviewed and it would not exceed one year at a time. The review of contract of the consultant (s) will be done on year to year basis.
- 3.2 The initial term of appointment if any, shall be decided on case to case basis depending upon the specific job in the timeframe for completion, as provided in GFR ruled - 163.
- 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 with the Department of SJ&L.
- 3.4 The appointment of Consultants is of a temporary (non-official) nature against the specific jobs. The appointment can be cancelled at any time by the Department without assigning any reasons.

4. QUALIFICATION AND EXPERIENCE OF CONSULTANTS:

The Consultants shall be appointed for undertaking Technical and Secretarial work. The qualification and experience required would be as follows:-

A. TECHNICAL WORK

This would consist of Officers from of Central and State Governments, and PSU's/Research Organizations having considerable experience of functioning of

Central Government Ministries : Departments. The eligible applicant for the post of consultant should have the following qualifications and experience:

- (i) Masters Degree in relevant subject like Economics, Statistics, Anthropology, and Sociology.
- (ii) Experience in the field related with target groups of the Ministry.
- (iii) Persons with research experience, published papers and post qualification experience in the relevant field would be preferred.

Following four Grades of officer will be appointed for Technical Work:

- a) Grade I : Persons with five years of experience on the post of Senior Investigator in the Government/Research Organisation.
- b) Grade II : Persons with five years of experience on the post of Research Officer/Assistant Director in the Government/Research Organisation.
- c) Grade III : Persons with three years of experience on the post of Senior Research Officer/Deputy Director in the Government/Research Organisation or worked in Class I post of the Government of India for ten years with experience in the field of the target groups of the Ministry of SJ&E.
- d) Grade IV : Persons with three years of experience on the post of Joint Director, Director or worked in Class I post of the Government of India or other Public Sector Undertakings for minimum of fifteen years with experience in the field of the target groups of the Ministry of SJ&E.

B. SECRETARIAL WORK

This would consist of Officers from of Central and State Governments, and PSUs having considerable experience of functioning of Central Government Ministries / Departments. The consultant should have excellent communication and interpersonal skills with a strong flair for in depth handling work relating to Internal Finance as well.

Following four Grade of officer will appointed on Secretarial Posts: