F.No.21/01/2021-CS.I (Coord.)
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
(CS.I Division)

.....

2nd Floor, A Wing,
Lok Nayak Bhavan
Khan Market, New Delhi.
Dated 23rd June, 2022.

OFFICE MEMORANDUM

Subject:- Inviting applications for engagement of 06 (six) Consultants (ASO/SO) from retired personnel of Central Government Ministries.

The undersigned is directed to circulate the Circular No. A-12024/02/2022-Admn-DARPG (7466) dated 22.06.2022 (along with enclosures) received from DARPG regarding engagement of 06 (six) Consultants (ASO/SO) from retired personnel of Central Government Ministries on contract basis. **The last date of receipt of application is 30.06.2022.**

2. **In case of any further clarification, applicants are requested to contact the concerned Ministry/Department which has advertised the vacancy.**

3. It may be noted that cadre clearance from CS.I Division will be required for Under Secretary and above level officers of CSS applying for deputation.

R. Chakrapani

(R. Chakrapani)
Under Secretary to the Govt. of India
Tel.No.24629412

To :

All Ministries/ Departments (through DOPT's website)

No.A-12024/2/2022-Admin-DARPG(7466)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances
***

5th Floor, Sardar Patel Bhavan
New Delhi, the 22nd June, 2022

CIRCULAR

Subject: Inviting applications for engagement of 06 (six) Consultants (ASO/SO) from retired personnel of Central Government Ministries-

Department of Administrative Reforms & Public Grievances proposes to engage the services of 6 (six) retired officers from Central Government service to render service as Consultants on a contractual basis.

2. The terms and conditions of Consultants to be engaged are as under -

2.1 Eligibility:

2.1.1 The applicant should not have attained the age of 63 years on the closing date of applications and should be in good health for discharging his/her official duties effectively.

2.1.2 The applicant should have retired from the post of Assistant Section Officer/Section Officer from any Central Government Ministries/ Departments. Preference will be given to the retired officers belonging to Central Secretariat Service.

2.2 Scope of Work:

2.2.1 Administrative matters framing of RR, General Administration, Vigilance, Cash, Financial, Parliamentary, Scheme of the Department, Court cases and Budget matters, etc

2.3 Period of Engagement: The engagement of the Consultant shall be purely on a contractual basis initially for a period of one year which may be extended or curtailed as per the requirement and satisfactory performance of the Consultant or till the time regular incumbents are available in this Department against the vacancies and will not confer any right for regular appointment in the Department. The term of appointment shall not be extended beyond 5 years after superannuation.

2.4 Job Location: Department of Administrative Reforms & Public Grievances, Sardar Patel Bhavan, New Delhi – 110 001

2.5 Remuneration, Allowances, Leave, Term of Appointment, etc. shall be regulated by the Department of Expenditure's O.M. No.3-25/2020-E.IIIA dated 09.12.2020 as follows:

2.5.1 The consultant shall be paid a fixed monthly amount calculated as = Last Pay Drawn (Basic Pay) – Basic Pension + Transport Allowance (if applicable at retirement)

2.5.2 No DA, HRA, PF, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion, etc., or any other benefits as available to the regular Government servant.

2.5.3 The amount of remuneration so fixed shall remain unchanged for the term of the contract. Release of monthly remuneration is subject to the production/submission of a satisfactory performance certificate from the controlling officer

2.5.4 The Income Tax or other tax will be deducted at source as per Government instructions.

2.6 Working Hours and Leave:

2.6.1 The Consultant shall be required to observe the normal office timing from 9:00 AM to 5:30 PM (Monday to Friday). He/She may also be called upon to attend the office on Saturday, Sunday, or any holiday in case of exigencies of work. However, no extra compensation will be paid if a person attends office beyond normal office timings.

2.6.2 They shall mark their attendance in AEBAS mandatorily and failing which may result in deduction of remuneration

2.6.3 Paid leave of absence 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

2.6.4 "No work no pay" will be applicable during the period of engagement.

2.7 Working Experience:

2.7.1 The applicant must be well acquainted with the functioning of Government Ministries/Departments

2.7.2 Should be well aware of various rules/ regulations of the Government of India, capable to handle independently administrative matters, framing of RR, General Administration, Vigilance, Cash, Financial, Parliamentary and Budget matters, etc.

2.7.3 Should have a working knowledge of computer applications such as MS Word, MS Excel, PowerPoint, Email, etc. and e-Office

2.7.4 The applicant should have substantive secretarial experience e.g. noting/drafting and have expertise in office procedure

2.8 Termination of Agreement: The Department may terminate the contract to which these terms apply, if: -

2.8.1 The Consultant is unable to address the assigned work

2.8.2 Quality of the assigned work is not to the satisfaction of the Controlling Officer/ Competent Authority in the Department

2.8.3 The Consultant is found lacking in honesty and integrity

2.8.4 The Competent Authority in the Ministry may also terminate the contract at any time without giving any notice and also without assigning any reason

2.9 General Terms & Conditions:

2.9.1 The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Ministry/organization shall remain with the Department.

2.9.2 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of the assignment and even after termination of the contract for the Department without the express written consent of the Department.

2.9.3 The Consultant would be required to sign a non-disclosure undertaking as per Appendix
2.9.4 The Consultant 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.

2.9.5 The Consultant shall not claim any benefit/compensation/absorption/ regularization of service with this Department.

2.9.6 The consultant shall not be entitled to any TA/DA for joining the appointment.

3. The person who fulfills the eligibility criteria as mentioned above and is willing to work as a Consultant on the terms and conditions mentioned above must submit their application in the prescribed format enclosed as Annexure-I to reach the following address physically on or before 15 days of issue of this circular:

The Under Secretary (Admin)
Department of Administrative Reforms & Public Grievances
5th Floor, Sardar Patel Bhavan
Parliament Street
New Delhi – 110001

4. The decision of the Selection Committee for selection purposes will be final and binding on all candidates. Applications received with incomplete information or received beyond the closing date will not be considered and summarily rejected without any further communication.

5. All Ministries/Departments may give wide publicity of this Circular among their staff/Attached/Subordinate Offices, etc.

(Khamchin Naulak)
Under Secretary to the Govt of India

To;

21/6/22

1. All Ministries/Departments of Government of India
2. NIC for uploading on DARPG website
3. DOPT CS Division for wide publicity

Annexure-I

Application format for engagement of Consultant on contract basis in the Department of Administrative Reforms & Public Grievances

(Ref. DARPG's Circular No._____ Dated _____)

1.	Name				Photo
2.	Father/Mother/Husband's Name				
3.	Date of Birth				
4.	Date of Retirement & PPO No.(with copy)				
5.	Designation & Department at the time of retirement				
6.	Last pay drawn & Pay Level				
7.	Permanent Address				
8.	Address for Correspondence				
9.	Contact Tel No./Mobile No.				
10.	Email ID				
11.	Educational/Tech Qualification				
12.	Bank A/c Details (with copy of passbook/cancelled cheque				
13.	Details of Experience (Add separate sheet if required)				
	Designation/Position and Name of Min/Deptt/Organization	From	To	Nature of Work	Remarks

DECLARATION

I do hereby declare that the particulars furnished above are true and correct to the best of my knowledge. I understand and agree that in the event of any information being false/incorrect/incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of Department of Administrative Reforms & Public Grievances in this regard. All terms and conditions of engagement as mentioned in the circular are acceptable to me.

Signature

Place
Date

Full name of the applicant

APPENDIX

NON-DISCLOSURE UNDERTAKING

To;

The Joint Secretary (Admn.)
DARPG
5th Floor, Sardar Patel Bhavan
New Delhi – 110 001

Sir,

I hereby undertake –

- To treat all the information that comes to my knowledge as part of my duties in this office s confidential information and keep it strictly confidential.
- Not to sell, trade, publish, or otherwise disclose to anyone in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital, or electronic format.
- To hold such confidential information in trust and confidence both during and after the terms of engagement.
- Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with DARPG which would otherwise conflict with my obligations towards DARPG
- To abide by data security policy and related guidelines issued by DARPG
- Not to resort to any corrupt practices in any aspect and at any stage during the tenure of engagement
- To maintain the highest standards of ethics & integrity during the period of engagement as a Consultant

2. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to the Department any records/material, equipment, documents or data which is of confidential nature

3. I shall keep DARPG informed of any change in my address or contact details during the period of my engagement

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force

5. For the purpose of this undertaking, confidential information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully

Signature

Name:_____

Address & Contact No._____

Dated:_____