

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

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2nd Floor, A Wing,
Lok Nayak Bhavan
Khan Market, New Delhi.
Dated 22nd September, 2021.

OFFICE MEMORANDUM

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

The undersigned is directed to circulate the O.M No. A-11012/3/2021-Estt dated 20th September, 2021 (along with enclosures) received from Ministry of Panchayati Raj who proposed to engage up Consultants in the Ministry of Panchayati Raj amongst Retired Central Government Officers on contract basis-reg.

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


22/9/21.

(Zachariah Thomas)

Under Secretary to the Govt. of India
Tel.No.24629412

To:

All Ministries/ Departments (through DOPT's website)

No. A -11012/3/2021-Estt
Government of India
Ministry of Panchayati Raj
(Establishment Section)

11th Floor, JeevanPrakash Building,
25- K.G.Marg, New Delhi
Dated 20th September, 2021

OFFICE MEMORANDUM

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

Ministry of Panchayati Raj (MoPR) proposes to engage retired Central Government Officers as Consultants (Retired) on contract basis. A Vacancy Circular in this regard is enclosed.

2. In order to give wide publicity to the advertisement, DoP&T is requested to kindly upload the same on their website.



(Puneet Sharma)

Under Secretary to the Government of India
Tel: 011-23753813

To

Under Secretary, CS I Division
Department of Personnel & Training
Lok Nayak Bhawan, Khan Market
New Delhi

No. A -11012/3/2021-Estt
Government of India
Ministry of Panchayati Raj
(Establishment Division)

11th Floor, JeevanPrakash Building,
25- K.G.Marg, New Delhi
Dated 20th September, 2021

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.

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 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, etc., with adequate computer applications handling skills 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) may be referred in the Ministry website www.panchayat.gov.in.

Submission of Application: The applications should be in the format enclosed (Annexure-II) and supported with self-attested copies of relevant documents. The applications are to be submitted through e-mail us.brgf-mopr@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.



(Puneet Sharma)

Under Secretary to the Govt. of India

Tel: 23753813

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

S. No.	Division/Section	No. of positions(tentative)	Job Description
1.	Capacity Building	02	Matters pertaining to Rashtriya Gram Swaraj Abhiyan Scheme, MIS, Annual Action Plan etc
2.	Fiscal Devolution	01	Matters pertaining to Finance Commission, Fiscal Devolution, Financial Management of Panchayats etc
3.	Policy	01	Policy provisions for Panchayati Raj Institutions, PESA Act 1996, advocacy for greater devolution etc
4.	Budget & Finance	01	Process of Budget formulation, Union Budget Information System including uploading of data on portal, Preparation of detailed demand for Grants, processing of Audit/Audit Reports, Monitoring of trends of expenditure Re appropriation, RE, BE preparation etc
5.	Coordination	02	Compilation of data, 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 etc Legal matters - assisting the Ministry to prepare draft counter affidavits/replies, Coordination & briefing ASGs/CGSCs I 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
6.	Establishment	01	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
7.	Cash	01	Entries in ECR, MMIS Report To deal with filing GST, TDS, report of



			Income Tax, Maintenance of Pay Bill Register, preparation of salary through PFMS, deals with bank for withdrawal of cash/cheque/DD, maintenance of Cash Book, Income Tax issues, dealing with GPF(Module) of PFMS, Employees Information System (EIS), dealing with PFMS, e-sampada portal etc. Processing the bill for Payments, Reimbursement of Medical Claim/TA, Transfer TA Claim/LTC Claim etc, GPF Data, preparation of Salary, Preparation of TDS statement, Reconciliation of expenditure figures with PAO and Accounts Officer etc
8.	General Administration	01	To deal with matter related to tendering process, Printing works, Management of Transport Service, Condemnation Process, management of Meetings/events/conferences, Processing the bill for reimbursement of Staff Car Drivers for emergency/ monthly/ during official tour expenditure. Placement of Purchase Orders on GeM Portal, Matters relating to GeM Portal, RTI applications, Court Cases (s) and Audit Paras etc.



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	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:

RJN

DECLARATION

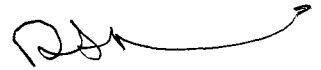
I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete OR ineligibility being detected at any time before OR after 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 (Retired).

Signature

(Full name of the applicant)

Place:

Date:

A handwritten signature in black ink, consisting of a stylized 'R' followed by a horizontal line that curves upwards at the end.