

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 the 24<sup>th</sup> July, 2023

**OFFICE MEMORANDUM**

**Sub: Vacancy Circular (VC) for engagement of retired Assistants/Assistant Section Officers as consultants on contract basis - Regarding.**

Reference is invited to Directorate of Coordination Police Wireless (Ministry of Home Affairs)'s Circular No. A.16011/Misc/2023-Ad.I dated the 11<sup>th</sup> July, 2023 (copy enclosed) for inviting applications for engagement of retired Assistants/Assistant Section Officers as consultant on contract basis. The last date of the application is 30 days from the date of issue of circular.

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

**Encl: As above**

*Sunil*  
24/07/2023  
(Sunil Kumar)

Under Secretary to Government of India

To  
(through DoPT's website): (For Retired Officers)



No. A.16011/Misc/2023-Ad.I  
भारत सरकार / Government of India  
गृह मंत्रालय / Ministry of Home Affairs  
समन्वय निदेशालय पुलिस बेतार  
Directorate of Coordination Police Wireless



Block No. 9, CGO Complex,  
Lodhi Road, New Delhi-110003  
Dated: 11<sup>th</sup> July, 2023.

### VACANCY CIRCULAR

**Subject: Engagement of Retired Assistants/Assistant Section Officers as Consultants on contract basis.**

The undersigned is directed to inform that the Directorate of Coordination Police Wireless, Ministry of Home Affairs invites applications from retired Assistants/ASOs for engagement as Consultants on contract basis, initially for a period of one year from the date of engagement which may be extended by another one year, subject to the requirement and satisfactory performance of the consultant.

2. The Terms and Conditions of the engagement details including, brief job description, eligibility criteria, term of reference, form of application, etc. for engagement of consultant are enclosed (Annexure-I & II).
3. The Directorate reserve the right to accept or reject in part or in fully any or all the response without assigning any reasons whatsoever.
4. Last date for receipt of application is 30 days from the date of issue of circular. Applications received as incomplete or after the due date will not be considered.
5. Interested retired Assistant/ASOs, having good health and willing to work as consultants in DCPW may submit their applications to the Addl. Director (HQ), Directorate of Coordination Police Wireless, Room No. 319, Block No. 9, CGO Complex, Lodhi Road, New Delhi-110003 with due date along with the self attested copy of PPO, LPC and other relevant documents or through email id: [adldir.hq-dcpw@dcpw.gov.in](mailto:adldir.hq-dcpw@dcpw.gov.in)

RECEIVED IN C R  
जॉइंट पर्सनल विभाग  
Dept. of Personnel & Trg.

12 JUL 2023

To:

1. Under Secretary, PM-II: MHA, Jaisalmer House, New Delhi with the request for uploading in their Website/Notice board
2. Administration branch, North Block, MHA, New Delhi with the request for uploading in their Website/Notice board
- ✓ 3. Administration branch, DOP&T, North Block, New Delhi with the request for uploading in their Website/Notice board
4. AD(IT): for uploading on DCPW, Website.
5. Notice Board
6. File

Assistant Director (Admn.)

Directorate of Coordination Police Wireless, MHA**1. Job Description:**

Requirement of	Essential Qualification	Work experience/Job Profile
Assistant Section Officer "Group-B" Non-Gazetted Level-7	Retired at the level of Assistant/Assistant Section Officer or equivalent in Level-7 of pay Matrix as per 7 <sup>th</sup> CPC	Processing of all correspondence, reports and returns. Having good working experience on Computer, able to work in MS Word, Excel & Power Point, experience in Administrative & Establishment/ Stores management, Secretariat Matters, RTI, Court cases and any other work assigned by Competent Authority.

2. **General Requirements for Consultants:** The candidates should have retired from central Government Ministries/Departments having experience of functioning in Government bodies preferably in the concerned field for the role of consultant. The personnel who has retire by 30.06.2023 on attaining superannuation are also eligible.

**Age:** Below 64 years

3. **Period of Engagement:** (Refer to letter No. 3-25/2020-*E IIIA* of Ministry of finance dated 09.12.2020)

3.1 The initial engagement as Consultant would be for a period of one year, which may be extended beyond one year depending on the requirement of Directorate and performance review of the Consultants or but shall not be extended beyond 5 years after superannuation.

3.2 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 other Office.

3.3 The engagement of Consultants would be of a temporary nature against the tasks assigned. The engagement can be cancelled at any time by the Directorate without assigning any reason.

4. **Remuneration Payable to Consultants:** (Refer to letter No. 3-25/2020-*E IIIA* of Ministry of finance dated 09.12.2020)

4.1 A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract. There will be no annual increment/percentage increase during the contract period.

4.2 No increment or Dearness Allowance shall be allowed during the term of the contract.

5. **Procedure for selection of Consultants:** Candidates meeting the conditions of para -1 shall be shortlisted based upon criteria formulated by Directorate. The correspondence shall be on the postal address or email Id given by the candidates.

**6. Working Facilities to be provided:**

- 6.1 Only the basic working facilities/infrastructure will be provided to the consultant.
- 6.2 No Transport or Telephone/Internet facility at residence etc. shall be provided.

Wg. Sd/-

7. **Other Emoluments of Consultants:** (Refer to letter No. 3-25/2020-*E IIIA* of Ministry of finance dated 09.12.2020)
- 7.1 **Leave:** Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service rendered as Consultant.
- 7.2 **TA/DA:** No TA/DA shall be admissible for the joining the assignment or on its completion. The consultants would be entitled to draw TA/DA for work related travel as per his/her last entitlement at the time of retirement as per the Government norms, in case he/she is deputed for official work outside Delhi/NCR.
- 7.3 **Accommodation/HRA:** No accommodation/HRA will be provided by MHA.
- 7.4 **Transport Allowance:** An appropriate and fixed amount as Transport Allowance (TA) 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. However retired employees engaged as consultant may be allowed TA/DA on Official tour, if any, as per their entitlement at the time of retirement.
8. **Confidentiality of Data and Documents:** The consultant shall not utilise or publish or disclose or part to third party any data statistics or proceedings or information gathered during the course of this assignment without the written consent of MHA. The Consultant shall sign an agreement of confidentiality with the Government of India to this effect which shall contain a clause on Ethics and Integrity.
9. **Working Hours:** The Consultants shall have to work as per the working hours of Directorate as prescribed (i.e. 09:30 AM to 06:00 PM). However depending on the exigency of work, one 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.
10. **Rights of Directorate:** The Directorate reserve the right to cancel and not to process in the matter for engagement of Consultants at any stage without giving any reason, whatsoever.
11. **Termination of Engagement:** Directorate may terminate the services of Consultants, if:
- The Consultant is unable to accomplish the assigned works.
  - Quality of the accomplish work is not to the satisfaction of Office. The Consultant fails in timely achievement of the milestone as decided by Office.
  - The Consultant is found lacking in honesty and Integrity.
  - Posting of a Government Official who could do the Consultant's job.
  - The undertaking given by the candidate is found false.
  - The Consultant completes five years of retirement.
  - The contract can be terminated immediately by giving notice in writing to consultant and the consultant can break the contract by giving a written notice 15 days advance. The termination will be without prejudice to either party's rights accrued before termination.

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## (FORMAT)

**Application for the post of Consultant on contract basis in the Directorate of Coordination  
Police Wireless, Ministry of Home Affairs**

- i. Name in full (in Block letters) :  
 ii. Father's Name/Husband's Name :  
 iii. Nationality :  
 iv. Sex :  
 v. Date of Birth :  
 vi. Age as on date :  
 vii. Present Address :  
     a. Tel :  
     b. Mobile :  
     c. e-mail :  
 viii. Permanent Address :  
 ix. Date of Joining in the Govt. Service :  
 x. Date of Retirement and the post from  
     which retired (enclose copy of retirement order) :  
 xi. Name of the Ministry from which retired :  
 xii. Last pay Drawn (please enclose copy) :  
 xiii. Details of Computer knowledge :  
 xiv. Educational and Technical Qualifications :

Exams Passed	Name of the University	Year of Passing	Subject	Division	Percentage of Marks obtained

- xv. Experience details in Establishment matters:

Ministry/ Department	Name of Post	Pay Scale / Salary	Period		Nature of duties
			From	To	

- xvi. References of two superior officers under whom the applicant has worked in different assignments:

Particulars	Reference 1	Reference 2
Name		
Designation		
Ministry/ Department		
e-mail ID		
Contact Number		

**Declaration**

I solemnly declare that all the statements made in the 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 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 DCPW, Ministry of Home Affairs.

Place;  
Date:

Signature  
(Full name of the applicant)