

No. 21/7/2023-CS.I(Coord.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS.I Division)

2nd Floor, 'A' Wing, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated the 27th March, 2023

OFFICE MEMORANDUM

Sub: Engagement of retired Government servants as Consultant in Ministry of Civil Aviation- regarding.

Reference is invited to Ministry of Civil Aviation's Circular No.A.12023/01/2020-RS dated 20.03.2023 inviting applications for engagement of Consultants on Contract basis in Ministry of Civil Aviation. The last date for receipt of application is within 45 days of issue of circular by Ministry of Civil Aviation, as mentioned in Circular of Ministry of Civil Aviation.

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


(Sunil Kumar)

Under Secretary to the Govt. of India

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

No.A.12023/01/2020-RS
Government of India
Ministry of Civil Aviation
(Commission of Railway Safety)

A Block, R. G. Bhawan,
New Delhi-110003.
Dated: 20th March, 2023.

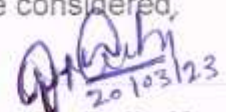
CIRCULAR

Sub: Engagement of retired government servants for the post of 02 Consultants in Commission of Railway Safety, under Ministry of Civil Aviation, Government of India.

Commission of Railway Safety (CRS), Ministry of Civil Aviation (MoCA), Government of India requires services of the retired officers (who have retired at the level of **Section Officer/Assistant Section Officer**) from Ministries of Govt. of India and their attached and sub-ordinate offices, to assist the Commission in Administrative & Financial works related to its functioning.

2. The vacancies are for **Railway Safety Section, Camp Office of CCRS situated at New Delhi**, which is the administrative headquarter of the CRS and is the Cadre Controlling authority of all its employees. It works under the administrative control of MoCA.

3. The details including eligibility criteria, TOR etc. are available on the Commission's website: www.crs.gov.in and the website of Ministry of Civil Aviation i.e. www.civilaviation.gov.in. The last date of receipt of application is 45 days from the circulation. Applications received after due date and time will not be considered.


20/03/23

(for Rajiv Kumar)

Dy. Commissioner of Railway Safety (G)

To,

1. RS Section, Lucknow for publication of the circular on the website of Commission of Railway Safety.

Copy To:

1. IT Cell-MoCA for publication on the website of Ministry of Civil Aviation.
2. Under Secretary, CS-I Division, DoPT, Lok Nayak Bhawan, New Delhi, with request to upload MoCA's Circular on DoPT's website for wide publicity.

**APPLICATION FORM FOR APPOINTMENT AS CONSULTANT IN COMMISSION
OF RAILWAY SAFETY MINISTRY OF CIVIL AVIATION**

Paste your
photo along
with signature
below the
photograph

1. Name:
2. Date of Birth:
3. Contact Number:
4. Address for communication:
5. E-mail:
6. Date of Joining in Govt. Service:
7. Date of Retirement from Service:
8. Name of the Ministry/Department/Attached/sub-ordinate office from which retired:
9. Last pay drawn (copy of PPO to be enclosed):
10. Educational Qualification:
11. Details of knowledge of Computer:
12. Brief particulars of experience (As per format attached):

Date:

Place:

Signature

Work Experience

S. No.	Designation	Name of Ministry/ Department	Period	Key tasks accomplished (Attach separate sheet if necessary)

TERMS OF REFERENCE

Terms & Conditions for appointment of Consultants in Commission of Railway safety, Ministry of Civil Aviation on Contractual basis.

1. Eligibility Criteria:

- o The Consultants proposed for engagement shall be well acquainted with the functioning of Central Government Ministries/Departments.
- o Applicants should have retired from the post of Section Officer/Assistant Section Officer from Central Govt. Ministries/ Departments including its Attached/Subordinate offices.
- o Applicants should have adequate experience in Administrative matters like Appointments (Regular/Ad-hoc/UPSC/ACC), Service Matters, Parliament Committee Matters etc. and Financial matters like Budget preparation & related work, PFMS, AUDIT matters etc.
- o He/She shall have experience in framing Rules/Regulations in establishment matters and in financial matters.
- o He/She is expected to possess adequate competency in preparation of reports/documents/correspondence, by their own.
- o He/She shall possess adequate working knowledge of computers & software tools like MS-Word, Excel & Power Point.
- o Applicants with experience in administrative ministries like (UPSC/DoPT) or financial ministry (like M/o Finance) or Commission of Railway Safety would be preferred.

2. Age Limit:

The upper age-limit of candidates shall not be more than 5 years of their superannuation age as on closing date of receipt of application.

3. Leave:

Consultants shall not be eligible to leave for more than 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

4. TA/DA

No TA/DA shall be admissible for joining the assignment or on its completion. Consultants will not be allowed foreign travel at Government expenses. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work as per government rule.

5. **Type of appointment:**
The appointment will be purely on contract basis.
6. **Contract Period:**
Initial contract would be for a period of one year extendable for further period as may be decided by the Ministry.
7. **Terms of Payment of remuneration:**
The maximum remuneration to be paid to retired government servants/consultants shall be last pay drawn minus pension plus Transport Allowance (TA) as per para 7.2 of the Department of Expenditure O.M.No.3-25/2020-E.IIIA dated 09/12/2020.
8. **The Department reserves the rights, as follows:**
To decide to cancel this advertisement, and not to proceed in the matter, at any stage accept or reject any or all applications, without giving any explanation, whatsoever.
9. **Basis for Evaluation:**
The scrutiny of applications will be carried out by the Ministry on the basis of required Qualification & Experience of individuals based on past work experience. Consultancy Evaluation Committee constituted for the purpose, may conduct personal interview with the shortlisted applicants.
10. **Guidelines for submission of the Applications:**
The duly completed Application in prescribed format should be submitted to email id sors.moca@gov.in **on or before 05.00 P.M. on last date of application** The application may also be forwarded to the below mentioned address. Any application received after the above mentioned deadline will not be considered.

**Railway Safety section,
Room No. 39A, B block,
Ministry of Civil Aviation,
Rajiv Gandhi Bhawan,
Sri Aurobindo Marg,
New Delhi-110003.**