

F.No-21/6/2017-CS.I (P)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

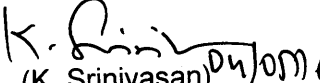
2nd Floor, A Wing, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated 2nd May, 2018
4th

OFFICE MEMORANDUM

Subject:- Engagement of Consultant in Department of Post.

A copy of vacancy circular received from Department of Posts dated 19th April 2018 along with its enclosures on the above mentioned is circulated for information.

2. Retired CSS Officers at the level of Under Secretary/Section Officer are eligible for appointment.


(K. Srinivasan) Dy/OM

Under Secretary to the Government of India
Tel : 24642705

To

All Ministries/Departments (through website of DoP&T)

No. 31-5/2017-PE-II
Government of India
Ministry of Communications
Department of Posts
Establishment Division

Sansad Marg, Dak Bhawan,
New Delhi - 110001.

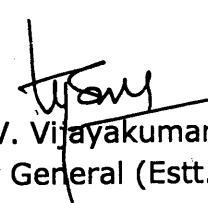
Dated: the 19th April, 2018

Office Memorandum

Subject: Engagement of retired Government Employees as Consultant in the Department of Posts through advertisement.

The Department of Posts proposes to engage retired government employees as consultant in Department of Posts (HQ), Dak Bhawan, Sansad Marg, New Delhi - 110001.

2. DoPT is requested to upload the enclosed notification on their website for wider publicity.


(K. V. Vijayakumar)
Assistant Director General (Estt.)

To,

The Director (CS-I)
Department of Personnel & Training,
Lok Nayak Bhawan, New Delhi - 110003.

US(A)

K. V.
27/10/18

S. P.
11/5/18
Sh. Karan

No. 31-5/2017-PE-II
Government of India
Ministry of Communications
Department of Posts
Establishment Division

Sansad Marg, Dak Bhawan,
New Delhi - 110001.

Dated: the 19th April, 2018

Notification

Subject: Engagement of retired Government Employees as Consultant in the Department of Posts through advertisement.

The Department of Posts invites applications from the Government servant's from the Central/State Govt./Autonomous Bodies who have retired from the services for engagement as consultant as under:-

Sl No.	Name of Post/Scale	No. of vacancy	Eligibility Criteria, Experience & Period of engagement	Age Limit	Remuneration Per Month
1	2	3	4	5	
1	Under Secretary or Equivalent	1 (one)	<p>1. Educational Qualification: Graduation in any discipline or equivalent.</p> <p>Period: one year</p> <p>Experience: The candidate should have worked as Under Secretary or equivalent for a minimum period of 2 years in the pay matrix level-11. The Candidates with less than two years' experience will not be entertained.</p>	Should not have attained the age of 65 years.	Rs. 33,850 + prevailing DA
2	Section Officer (SO) in the pay matrix level - 8	two (2)	<p>1. Educational Qualification: Graduation in any discipline or equivalent.</p> <p>Period A) 1 SO for 1 year for RB Division B) 1 SO for 6 months for IR Dn.</p> <p>Experience: The candidate should have worked as Section Officer or equivalent for a minimum period of 2 years in the pay matrix level-8. The Candidates with less than two years' experience will not be entertained.</p>	-Do-	Rs. 23,800 + prevailing DA
3	Section Officer (SO) in the pay matrix level - 8	One (1)	<p>Educational Qualification: Graduation in any discipline or equivalent.</p> <p>Period : one(1) year</p>	-do-	Rs. 23,800 + prevailing DA

			<p>Experience: The candidate should have worked as Section Officer or equivalent for a minimum period of 2 years at the Section Officer level. The Candidates with less than two years' experience will not be entertained.</p> <p>The candidate should have overall minimum of 10 years' working experience in finance and be well versed with the provisions of the GFR and related manuals issued by the MoF.</p>		
4.	Assistant Director (OL) in the pay matrix level - 10	Two (2)	<p>1. Educational Qualification:</p> <p>Postgraduate or equivalent in Hindi or English from a recognized University.</p> <p>and</p> <p>Bachelor's degree in Hindi with English as one of the subject at degree level either as compulsory or optional from a recognized University or equivalent.</p> <p>Desirable: Diploma or Certificate course in translation from Hindi to English & vice versa from a recognized Institute.</p> <p>Period: one year</p> <p>Experience: The candidate should have worked as AD (OL) or equivalent for a minimum period of 2 years in the pay matrix level-10. The candidate must have overall 5 years of experience of translation from English to Hindi and vice-versa.</p>	-Do-	Rs. 28,050 + prevailing DA

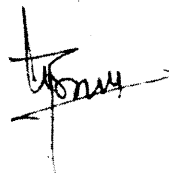
Note: Candidates applying for the post of Section Officer at Serial No. 2 in above table, may give her/his preference for 1-year period consultancy and 6 months' period consultancy as A and B respectively in the proforma at Annexure-I.

2. General Terms & Conditions

These conditions will be applied to all Consultants engaged.

Part-A

- i) Candidate should not have been retired voluntarily or as a matter of punishment.
- ii). Should possess working knowledge of computer and have an inclination to work without the assistance of the supporting staff.



Part-B

i. Period of engagement

The period of consultancy is mentioned against the post in above table. The tenure of short term contract can be reduced or terminated at any time as per Para- 1(xi).

ii. Selection Procedure

The engagement will be purely on short term contract basis. Application received in response to the advertisement will be shortlisted on the basis of experience and qualification of applicants. Consultants will be selected from shortlisted candidates.

iii. Remuneration: As stated in Eligibility Criteria & Remuneration.

iv. Scope of Duties

During the period of such engagement, the Consultants should be required to perform any work as assigned to them by the concerned Divisional Heads in the Department in which they would be posted to work as Consultant.

v. Leave

The Consultant would not be entitled to any kind of regular leave. However, they would be entitled to Casual Leave of 8 days in a calendar year, to be calculated on pro-rata basis.

vi. TA/DA

No TA/DA is admissible for joining the assignment or on its completion. However, reimbursement of conveyance charges incurred in performing duty shall be permitted on the same terms and conditions as admissible to serving officers of equivalent rank under the Delegation of Financial Power Rules.

vii. Office time and working hours

Engagement of Consultants would be on full time basis. Working hours shall be from 9.00 AM to 5.30PM during working days including half an hour lunch break from 1:00pm to 1:30pm. They will not be allowed to take any other assignment during the period of contractual engagement. The Consultants may be called on Saturday/Sunday/other Gazetted holidays, if required.

viii. Tax deduction at Source

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

Handwritten signature/initials

ix. Confidentiality of data and documents

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. 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 this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office. The consultant should also enter into a non-disclosure agreement with the Department.

x. Conflict of interest

The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is averse to the interest of this Department.

xi. Termination of service

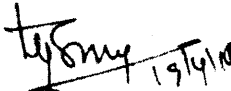
The contractual appointment may be terminated at any time by the concerned Division for unsatisfactory performance on notice of 10 days and in the case of any misconduct including, but not limited to, misappropriation, negligence or causing loss to Government, without any prior notice. If a consultant wants to quit the job, he/she may do so by giving a 15 days' notice. The Department may enhance this notice period for further 15 days, if necessary.

xii. Guidelines for the submission of the application

The duly completed application in prescribed proforma at Annexure-I should be sent to email ID KV.VIJAYAKUMAR44@GOV.IN by 07th May, 2018 with subject bearing "Application for the consultant POST _____". No other mean of submission of application will be entertained. Any application received after the last date of submission will not be entertained. The application should be submitted with the following self-attested scanned documents in PDF format: -

- a) Copy of retirement notification
- b) Copy of Pension Payment Order (PPO)
- c) Certificate in support of educational qualification & experience

xiii. The professional liability insurance will be as per Para-6.26(vii) of Manual of procurement of consultancy and other services -2017. This engagement will be regulated as per the Operating Instructions issued by this Department.


(K. V. Vijayakumar)
Assistant Director General (Estt.)
Email ID : KV.VIJAYAKUMAR44@GOV.IN
Tel: 24044823

Proforma

Application for engagement of Consultant in the Department of Posts

1.	Application for the Consultant POST of:-					
2.	Name in full (Block letter)					
3.	Educational qualification					
4.	Date of birth					
5.	Mobile Number Other Contact Number					
6.	Date of superannuation from Govt. service					
7.	PPO No. (Enclose Xerox Copy)					
8.	Complete residential address					
9.	Office address at the time of Retirement					
10.	Whether Medically Fit?	Yes		No		
11.	Valid E-mail I.D. (shortlisted candidates will be intimated through e-mail)					
12.	Brief particulars of experience in Govt. service during last five years, just before retirement	Post Held	From	To	PB/GP (pre- revises)/Pay Matrix	Area of Experience
13.	Experience related information, in support of your suitability for the said engagement, attach a separate sheet, if necessary.					
14.	Preferences, if applying for Section Officer posts in SI No. 2.					

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the term & conditions for engagement of Consultants.

(Signature of the Candidate)

Place:

Date: