

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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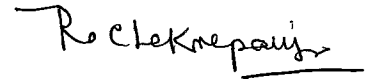
2nd Floor, A Wing,
Lok Nayak Bhavan
Khan Market, New Delhi.
Dated 17th December, 2021.

OFFICE MEMORANDUM

Subject:- Engagement of retired Central Government employees as Consultants on contractual basis.

The undersigned is directed to circulate the Circular No. A-11041/4/2021-CPC(e-103710) dated 13th December, 2021 (along with enclosures) received from Ministry of Cooperation regarding engagement of retired Central Government employees as Consultants on contractual basis. **The last date of receipt of application is within 15 days from the date of issue of this letter.**

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



(R.Chakrapani)

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

To :

All Ministries/ Departments (through DOPT's website)

No. A-11041/4/2021-CPC (e- 103710)
MINISTRY OF COOPERATION

Room No. 350A, Krishi Bhavan,
New Delhi-110001
Dated 13th December, 2021

CIRCULAR

Subject: Engagement of retired Central Government employees as Consultants - Reg

Central Government has created a new Ministry of Cooperation. The Ministry of Cooperation invites applications for engagement of Consultants from retired Government Servants on Contract Basis. The details regarding eligibility criteria, terms of references etc are as under:-

Name of position	Number of Positions	Qualifications	Experience
Consultant - 1	3 (Three)	1. Should have retired from the post of Deputy Secretary / Under Secretary 2. Should have belonged to Central Secretariat Service (CSS) 3. Graduate in any discipline from a recognized University	1. Very good experience in Establishment, General Administration, Vigilance, Cash, Finance, Budget & Accounts, Parliament, RTI and other activities of Central Ministries / Departments 2. Very good knowledge of various rules and regulations of Central Government in the aforesaid matters
Consultant - 2	3 (Three)	1. Should have retired from the post of Section Officers / Assistant Section Officers 2. Should have belonged to Central Secretariat Service (CSS) 3. Graduate in any discipline from a recognized University	3. Very good knowledge of computers and working of e-Office 4. Very good knowledge of noting-drafting as per Central Government Ministries' requirements

2. These Consultants would be responsible for creating essential infrastructure for the new Ministry and also managing its present day-to-day work in various area of activities as per its mandate.
3. The terms and conditions of engagement of these Consultants would be guided by the Office Memorandum of Department of Expenditure No. 3-25/2020-E.IIIA dated 9.2.12 2020.
4. The monthly remuneration payable will be fixed as per formula of 'Last pay-minus-Pension'.

5. The appointment will initially be made for one year only, which may be extended subject to essential review.

6. Retired Central Government officers who are eligible and willing to accept the terms and conditions at **Annexure I** may send application by mail / post / physically with duly filled Bio-data (**Annexure II**), along with a copy of the PPO/Pensioner card to the undersigned within 15 days from the date of advertisement. Shortlisted candidates will be required to attend an interview as and when informed - Shri Sudhir Kumar, Deputy Secretary (Cooperation), Room No. 350A, Krishi Bhavan, New Delhi-110001 (E-mail Id: sudhir.kumar63@nic.in).



(Sudhir Kumar)

Deputy Secretary

Tel. 011-23382357

E-mail: sudhir.kumar63@nic.in

1. All Ministries / Departments (Through DoPT Website)
2. STD, NIC, Department of Agriculture & Farmers Welfare, Lok Nayak Bhavan, New Delhi - with the request to upload the same on the website of Department of Agriculture & Farmers Welfare
3. The Under Secretary (CS-I), Department of Personnel & Training, Lok Nayak Bhavan, New Delhi - with the request to upload the same on the website of the DoPT for wider publicity.

ANNEXURE-I

GENERAL TERMS AND CONDITIONS

1. The contractual appointment will be in Ministry of Cooperation located in New Delhi.
2. The consultants should preferably be a resident of Delhi / NCR only.
3. The amount of remuneration shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period.
4. The consultants will not be entitled for any kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, transport facilities, etc.
5. The engagement of the Consultant will be purely on Contract basis.
6. The engagement period for the consultant would be initially for a period of Six months. This period which may be extended subject to review at the sole discretion of this Ministry.
7. The Consultant shall not exceed the age of 65 years.
8. 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 / carried forward in case the engagement period is extended. Also, no payment in lieu of un-utilized leaves will be paid by this Ministry at the time of expiry of contract.
9. The candidate will be required to sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.
10. The Ministry may terminate the services of Consultants in case he/she is unable to achieve the assigned works within the time-frame or the work assigned to him/her is not satisfactory to the Ministry or he/she is found to be lacking in honesty and integrity.
11. The Ministry shall also reserve the right to terminate the services of Consultants at any time without giving any notice and also without assigning any reason. The engagement of consultants will not confer any right on the part of individual for permanent appointment to the post.
12. The Consultants may be called to the Office on Saturdays, Sundays and other Gazetted Holidays or may be asked to sit late in the office after office hours, in case of exigency of work. No extra allowances will be permissible for the same.
13. The Consultants shall continue to draw pension and dearness relief on pension, if any, during the period of their engagement as Consultant. Their engagement as Consultant shall not be considered as a case of reemployment.
14. No TA/DA shall be admissible to the consultants for attending the interview or for taking up the appointment. Consultant will not be allowed any foreign travel at Government expenses.
15. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he will be liable for removal from engagement service and such other action as Government may deem necessary.

ANNEXURE-II

Application for engagement as Consultants in Ministry of Cooperation

Post applied for:-



1. Name:
2. Father's Name:
3. Date of Birth:
4. Affix your passport size photo
5. Address:
6. Mobile No.:
7. E-mail ID:
8. Date of Retirement:
9. Name of Ministry/Dept from which retired:
10. Last pay drawn (copy of PPO should be enclosed):
11. Educational Qualifications:
12. Detail of Experience:

S. No.	Designation & Ministry/Department	From	To	Nature of work Performed

*attach separate sheet, if necessary.

13. I declare that I fulfill all the requirements for the position as given in the advertisement.
14. Any other information justifying engagement as consultant is attached in Annexure.
15. I declare that I was clear from vigilance angle at the time of my retirement. No disciplinary or judiciary action is pending against me as on date.
16. I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief

Place and Date:

(Signature of Applicant)