

No. A-12034/01/2020-Ad.I
Government of India
Ministry of Corporate Affairs

5th Floor, 'A' Wing, Shastri Bhawan,
New Delhi, dated 26th November, 2020

VACANCY CIRCULAR

Subject: Engagement of Consultants (Retired Govt. Servants) in the Ministry of Corporate Affairs - reg.

The Ministry of Corporate Affairs invites applications from retired Central Govt. servants 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 need of the Ministry and satisfactory performance.

2. The eligibility criteria of the engagement are as under.

A. 8 posts - Section Officer/Under Secretary level

- I. Eligibility criteria: Should have retired from the posts of SO/US/DS/Director of the Central Secretariat Service (CSS).
- II. Age limit: Maximum age limit is 63 years (as on last date of receipt of application).
- III. **Scope of Work/Job responsibility:**

Should have experience in the fields of Establishment, General Administration including procurement of goods and services, Processing and formulation of Schemes run by central Government, Policy & Planning, Vigilance, Rules and Regulations governing civil services etc. and should be able to independently process and prepare proposals relating to above.

- Preparation of Cabinet notes, Parliamentary matters.
- Preparation of brief notes for Minister and senior officers

B. 1 Post - Senior Technical Assistant Level

- I. Eligibility Criteria: Should have experience of working in Policy and administration of Companies Act, 2013.
- II. Age Limit: Max. Age limit is 63 years (as on last date of receipt of application).

C. 3 Post - Consultant in Hindi Section

- I. Eligibility Criteria: Should have experience of working in Official Language Division.
- II. Age Limit: Max. Age limit is 63 years (as on last date of receipt of application).

3. General Terms and Conditions of Engagement of Consultants:

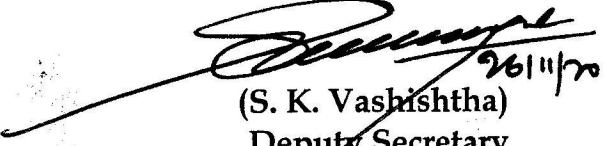
- a) Salary of the consultants will be fixed on 'Last pay drawn minus basic pension' basis. No increment and Dearness Allowance shall be allowed during the term of the contract.
- b) In addition to the above salary, consultants will also be entitled to a fixed rate of Transport Allowance (TA) of Rs.3000/- per month or the TA drawn at the time of retirement, whichever is less. TA will remain unchanged during the term of appointment.
- c) Consultants will not be entitled to any other allowances/perk.
- d) Leave: Paid leave may be allowed at the rate of 1.5 days for each completed month of service rendered as Consultant. No payment in lieu of unutilized leave will be paid by this Ministry at the time of expiry of contract.

4. Other Terms and Conditions:

- a) Headquarter of Consultants will be New Delhi.
- b) The person must be able to work in MS Word, Power Point and should be proficient in noting, drafting and examining proposals/cases.
- c) They will not be entitled to telephone facilities, staff car, and residential accommodation from Central Government pool.
- d) The engagement of the Consultant will be purely on Contractual basis.
- e) The engagement may be curtailed at any time by giving a 15 days notice, before the expiry of contract.
- f) The candidate will be required to sign a non-disclosure undertaking.
- g) The Consultants may be called in 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 exigencies of work. No extra allowance will be paid for the same.
- h) TDS as admissible shall be deducted from the monthly remuneration. A TDS Certificate will be issued by the concerned DDO on demand.
- i) Consultants will have to follow the normal working hours as prescribed. (i.e. 09:00 AM to 05:30 PM) However, in case of exigency/need, may have to sit late to complete the time bound work and even attend office on holidays and weekly offs.

5. Willing retired officers, who can join immediately on call, may submit their particulars in the enclosed format along with relevant documents to the Ad. I section, Room No. 518, A-wing, Shastri Bhawan, New Delhi, within 30 days of the date of issue of this circular.

6. CS Division is requested to give wide publicity to this circular.


(S. K. Vashishtha)
Deputy Secretary

CS-I Division, DoP&T
Lok Nayak Bhawan
New Delhi-110003.

Copy for information and necessary action to:-

1. All Ministries/Departments of Government of India.
2. E-Governance Cell with the request to upload the above circular on MCA website.
3. All section/Officers.
4. Guard File.

Application for the post of Consultant on contract basis in the Ministry of Corporate Affairs

1. Name in full (in Block letters) :
2. Father's / Husband's Name :
3. Nationality :
4. Sex :
5. Date of Birth :
6. Age as on last date of application :
7. Present Address :

Paste latest
passport
size
photograph

Tel. :
Mobile :
e-mail :

8. Permanent Address :
9. Educational and Technical qualifications:

Exams Passed	Name of the University	Years of passing	Subjects	Division	Percentage of marks obtained

10. Experience details in establishment matters:

Ministry/Department	Name of post	Pay Scale/ Salary	Period		Nature of Duties
			From	To	

11. 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 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 Corporate Affairs.

Signature
(Full name of the applicant)

Place:
Date: