

No. A-12011/1/2011-Estt
Government of India
Ministry of Consumer Affairs, food & Public Distribution
Department of Consumer Affairs

Krishi Bhawan, New Delhi
Dated 23rd March, 2018

CIRCULAR

Subject: Engagement of retired Government servants as consultant on contract basis.

Department of Consumer Affairs invites applications from retired government officers of level of Deputy Secretary for rendering assistance handling matter dealt in this Department. The terms and conditions for engagement of consultant is as under:

- (i) The engagement of the Consultant will be purely on contract basis.
- (ii) The person shall be will acquainted with the functioning of Central Govt. Ministries/Department. Persons retired from the Central Government having experience of relevant field shall be given preference. Candidates should not be more than 63 years on the last dated of receipt of application in the Department.
- (iii) Initially the contract period would be for a period of 6 months, it may be extended or curtailed. The total period of engagement of Consultant shall not exceed 3 Years or 65 years of age whichever is earlier.
- (iv) The person must be able to work in MS Word and should be proficient in examining the cases, noting and drafting.
- (v) The consultant will be paid a consolidated fee which will comprise last pay drawn plus existing DA as on dated minus pension plus existing Dearness Relief. An amount of Rs. 5000/- as conveyance allowance. The payment would be made on monthly basis.
- (vi) Income Tax or any other tax, whichever are applicable will be deducted as per the prevailing rules at source before effecting the payment for which the Department will issue TDS certificate.
- (v) The consultant shall be eligible for 8 days leave in a calendar year. This leave will not be carried forward.
- (vi) The candidate will require to sign a non- disclosure undertaking.
- (viii) The Department may terminate the consultant in case he is unable to achieve the assigned works within the time-frame, the work assigned to him is not satisfactory to the Department and found lacking in honesty and integrity. Termination shall be effected by written notice served on the consultant and shall take effect in 15 days of delivery of such notice.
- (ix) Department shall also reserve the right to terminate the service of Consultant at any time without giving any notice and also without assigning any reason.

2. Place of work of consultants will be Department of Consumer Affairs Krishi Bhavan, New Delhi. Willing retired officers, who are in a position to join immediately on call, may submit their particulars in the enclosed format along with relevant documents to the **Establishment Section Room No. 464B Krishi Bhavan, New Delhi** with 15 Days of the date of issue of this circular.



(A.K. Pandey)

Under Secretary to the Govt. of India.

Tele: 23381120

1. All the Ministries and Departments of the Govt. of India with the request to give wide publicity to the circular among the concerned.
2. PS to Hon'ble Minister (CA, F & PD)/PS to Hon'ble MoS (CA, F & PD)/PSO to Secy(CA)/ PPS to Pr. Advisor/PS to JS (CA)/PS to JS (AB)/PS to CCA/PS to EA
3. All Directors/Deputy Secretaries/Under Secretaries in DoCA
4. All the Sections in Department of Consumer Affairs.
5. NIC Cell with the request to upload the circular on the website of this Department.
6. All attached and subordinate offices.

Application of the post of Consultant in D/o Consumer Affairs.

Personal Details:-

1. Name-
2. Father's Name-
3. Date of Birth-
4. Age as on 01.01.2018-
5. Domicile:-
6. Nationality-
7. Correspondence Address-
8. Permanent Address-
9. Educational Qualification (list from Graduation onwards):

S.No.	Course	Subject	University/Institute	Year of Passing	Division/Grade	% Marks
1.						
2.						
3.						

10. Work Experience, if any-

S.No	Organisation/Institute	Period from	Nature of Work	Remarks

11. Any other specific information in relation to essential/desirable qualifications and experience (use separate sheets, if necessary).

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 Department of Consumer Affairs.

Signature of candidate with date
Email
Mobile: