

**File 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 27<sup>th</sup> February, 2023

**CIRCULAR**

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

Department of Consumer Affairs invites application from eligible and desirous retired government officers at the level of Under Secretary/ Section Officer having considerable experience of functioning of Government/Ministries/Departments, for engagement as Consultant on contractual full time basis.

2. Details of required Consultants to be engaged are as under:

Sr. No.	Name of Position	Applicants retired from the post	Number of Vacancies	Job Description
(1)	(2)	(3)	(4)	(5)
1.	Consultant (CPU)	Under Secretary/ Section Officer	1	<ul style="list-style-type: none"><li>• Handling of Court Cases;</li><li>• Framing of Rules, Regulations etc under the provisions of the constitution of India and a statue;</li><li>• Establishment, personnel, vigilance and financial matters;</li><li>• Handling matters related to RTI Act, 2005;</li><li>• Handling of Parliament matters;</li><li>• Handling VIP matters etc.;</li><li>• All other work assigned by his/her officer concerned;</li></ul>
2.	Consultant (Accounts)	Section Officer	1	<ul style="list-style-type: none"><li>• Handling all matters relating to pension, gratuity, Leave Encashment on retirement, CGEGIS payment on retirement, GPF etc. in respect of Gazetted/Non-Gazetted officers/staff;</li><li>• Handling all matters relating to T.A./LTC advance, HBA/Computer Advance, Medical reimbursement in respect of officers/staff of the Department (proper) &amp; subordinate offices;</li><li>• Handling all matters relating to Budget/Demand for Grants;</li><li>• All other work assigned by his/her officer concerned.</li></ul>

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3.	Consultant (Establishment)	Section Officer	1	<ul style="list-style-type: none"> <li>• Handling Bills for Outsourcing staff, maintenance of Expenditure Register with regard to outsourcing;</li> <li>• Handling all matters of annual Increment in respect of all officers/staff;</li> <li>• Verification of Forms and Service Books Maintenance of Service Books of all the officers/staff; Forwarding of Service Book and LPC.</li> <li>• Handling matters related to Orderly Officer, Children Education Allowance, NOC regarding obtaining of Indian Passport.</li> <li>• Handling all the matters related to DEO and MTS, Night Duty Clerk and R &amp; I Duty.</li> <li>• All other work assigned by his/her officer concerned.</li> </ul>
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### 3. General Condition for all the posts:

- (i) **Period of engagement:** 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.
- (ii) **Job Location:** The headquarter of consultant will be at Delhi. Place of work of consultants will be Department of Consumer Affairs, Krishi Bhawan/ Shastri Bhawan/ Jamnagar House, New Delhi.
- (iii) **Age limit:** Age should be less than 64 years as on the closing date of this Circular. Officers due for retirement in the month of February, 2023 are also eligible to apply.
- (iv) **Remuneration:** The consultant will be paid a consolidated fee which will comprise last pay drawn minus uncommuted value of Pension on the date of retirement. The payment would be made on monthly basis. In case the consultant has to proceed on tour, his TA/DA claim shall be regulated as per his entitlement at the time of retirement.
- (v) **Leave:** The consultant shall be eligible for 12 days leave in a calendar year. This leave will not be carried forward.
- (vi) **Working Hours:** Working hours of consultants shall normally be from 9.00 am to 5.30 pm during working days including half an hour lunch break in between. However, in exigencies of work they may be required to sit late and /or called on Saturday/Sunday and other Gazetted Holidays. Any unauthorized absence beyond seven days shall be viewed seriously and necessary process for termination of contract shall be effected with the approval of competent authority.
- (vii) **Mode of Selection:** After the cutoff date is over, the applicants at the level of SO will be called for a small written test in noting and drafting to confirm whether they possess minimum writing skills and it will be assessed by Director (ESTT)/US (Estt.) and for US level applicants, a small interview will be conducted by the Selection Committee under the Chairmanship of Joint Secretary (Estt.) Thereafter, the applications shall be placed before the Selection Committee under the chairmanship of Joint Secretary (Estt.) along with the marks they have scored to select suitable candidates. Two persons may be kept in the reserved list, if available. Approval of Secretary (CA) will be taken for their engagement.

*Handwritten signature and date:*  
27/2/2023

(3)

(viii) **How to apply:** The applications in the prescribed format (completed in all respects) along with copy of PPO, Last Pay Certificate and relevant documents may be sent through mail at [soestt-ca@gov.in](mailto:soestt-ca@gov.in) and to be sent on the following address:

Under Secretary(Estt.),  
Department of Consumer Affairs,  
Room No. 374-A,  
Krishi Bhawan, New Delhi-110001

(ix) **Last Date for receipt of Application: 13.03.2023 (Monday).**

**4. Other Terms and conditions:**

- (i) The engagement of the Consultant will be purely on contract basis.
- (ii) The person must be acquainted with the functioning of Central Govt. Ministries/ Department. Persons retired from the Central Government having experience of relevant field shall be given preference.
- (iii) The person must be able to work in MS Word, MS Excel, Power Point and should be proficient in examining the cases, noting and drafting. Experience in Parliament & Coordination work, procurement, knowledge of GFRs, experience of working in IFD/Budget/Official Language Publicity & Awareness generation shall be preferred.
- (iv) 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 candidate will require to sign a non-disclosure undertaking.
- (vi) The consultant shall not exercise any statutory, legal and financial powers.
- (vii) The Department may terminate the consultants engagement 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/or found lacking in honesty and integrity.
- (viii) Department shall also reserve the right to terminate the service of Consultant at any time giving one week notice without assigning any reason.
- (ix) Department reserves the right to terminate the service of Consultant at any time without assigning any reason.

5. Eligible candidates, in good health may submit their applications in the enclosed format before the closing date. **Applications received with incomplete information or received beyond the closing date will not be considered.**

6. Department of Consumer Affairs retains the right to increase/decrease the vacancy as per the requirement without any notice.

  
27/2/2023

**(Bal Krishna Thakur)**

Under Secretary to the Government of India

**To,**

1. Under Secretary, CS.I Division, DoPT, Lok Nayak Bhawan, New Delhi with a request to upload this Circular on website of DoP&T for wide publicity.
2. All the Ministries and Department of the Govt. Of India with the request to give wide publicity to the circular among the concerned.
3. All the Officers of DoCA through KMS(e-Office)
4. NIC Cell with the request to upload the circular on the website of this Department.
5. All attached and subordinates offices.

**Application of the post of Consultant [retired US/SO] in D/o Consumer Affairs**

**(Last date for receipt of application: 13.03.2023)**

<b>Applied for the post</b>	Sr. No. _____ Post : _____	Self-attested Photograph
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1.	Full Name (in Capital Letters)	
2.	Father's Name	
3.	Date of Birth	
4.	Email ID	
5.	Mobile No.	
6.	Age as on the closing dated of receipt of application (in YY MM DD Format)	
7.	Nationality	
8.	Permanent Address	
9.	Correspondence address	
10.	Education Qualification (Highest) - Attach self-attested copy of certificate	

11.	Date of superannuation/ retirement				
12.	PPO Number (enclose a copy)				
13.	Post held at the time of retirement				
14.	Last Pay Drawn (pay Level & Pay)				
15.	Language of typing skill (Hindi/English/Both)				
16.	Transport Allowance (basic) at the time of retirement				
17.	Organization superannuated from				
18.	Organization currently working (if any)				
19.	Computer Proficiency- working Knowledge of MS Office, e-office and Internet browsing.				
20.	Brief particulars of experience of last 10 years*				
	Post held	Organization	From	To	Experience/Nature of work

21.	Any other specific information in relation to essential/desirable qualification and experience (use separate sheets, if necessary).	
22.	Whether any minor penalty/major penalty was imposed during last 15 years of Govt. Service	

### 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, my candidature is liable to be rejected and I shall be bound by the decision of the Department of Consumer Affairs. I further declare that I was clear from vigilance angle at the time of my retirement. I have gone through and understood the eligibility criteria and the terms and conditions for engagement of consultant in Department of Consumer Affairs and accept all the terms and conditions for engagement of consultants.

Place:

Date:

**(Signature of the applicant)**

Mobile:

E-Mail: