

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 28 August, 2020

CIRCULAR

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

Department of Consumer Affairs invites applications to engage 5 consultants from retired government officers of level of US/ Section Officer 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 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. Candidates should not be more than 65 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, 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.
- (v) 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.
- (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.
- (vii) The consultant shall be eligible for 12 days leave in a calendar year. This leave will not be carried forward.
- (viii) The candidate will require to sign a non- disclosure undertaking.
- (xi) The consultant shall not exercise any statutory, legal and financial powers.
- (x) 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.
- (xi) 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.
- (xii) Department shall also reserve the right to terminate the service of Consultant at any time giving one week notice without assigning any reason.
- (xiii) Department reserves the right to terminate the service of Consultant at any time without assigning any reason.

(ivx) The headquarter of consultant will be at Delhi. 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.

2. Place of work of consultants will be Department of Consumer Affairs Krishi Bhavan/Shastri Bhawan/Jamnagar house New Delhi. Willing retired officers, who are in a position to join immediately on call, may submit their particulars through mail [soestt-ca@gov.in] in the enclosed format along with relevant documents to the **Establishment Section Room No. 464B Krishi Bhavan, New Delhi** within 15 Days of the date of issue of this circular (Last date of submission is 14/09/2020).Format should be duly filled in all aspects. Unfilled form will be rejected.



(A. K. Pandey)

Under Secretary to the Govt. of India

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 [retired US/SO] in D/o Consumer Affairs.

Personal Details:-

Self attested
Photograph

1. Name-
2. Father's Name-
3. Date of Birth-
4. Age as on the closing dated of receipt of application - Year.....
Months..... Day
5. Domicile:-
6. Nationality-
7. Pay- Band with Grade Pay/Pay Level of the post held at the time of retirement-
[copy of PPO be attached]
8. Correspondence Address-
9. Permanent Address-
10. Language of typing skill (Hindi/English/Both)-
11. Educational Qualification (Highest):
12. Work Experience during last 15 years in Govt. Service, if any-

S.No	Organisation/Institute and Post Held	Period from	Nature of Work performed during the period

13. Computer Proficiency:-
14. Any other specific information in relation to essential/desirable qualifications and
experience (use separate sheets, if necessary).
15. Whether any minor penalty/major penalty was imposed during last 15 years of Gove.
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/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. I have gone through and understood the eligibility criteria and the terms and conditions for engagement of consultant in Department of Consumer Affairs against the vacant posts of PA/PS and that I unequivocally and unconditionally accept all these terms & Condition.

Signature of candidate with date
Email
Mobile: