

F. No.13015/4/2019-Genl  
Government of India  
Ministry of Heavy Industries & Public Enterprises  
Department of Public Enterprises

Public Enterprises Bhavan  
Block No. 14, CGO Complex  
Lodhi Road, New Delhi-110003  
Dated: 8<sup>th</sup> November, 2019

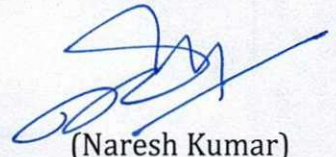
**CIRCULAR**

Subject: **Inviting applications for engagement of retired Private Secretaries as Consultants in Department of Public Enterprises on Contractual basis for a period of one year – reg..**

The Department of Public Enterprises (DPE), invites applications from retired Private Secretaries (PS) for engagement as Consultants.

2. The details including eligibility criteria, selection modalities etc. are available on the Department's Website [www.dpe.gov.in](http://www.dpe.gov.in). The DPE reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.

3. Application format for the post of Consultant (as Private Secretaries) on contract basis is annexed. Last date for receipt of applications is **03.12.2019**. Applications received after due date will not be considered.



(Naresh Kumar)  
Under Secretary to the Govt. of India  
Tel. No. 011-24366820

To

All Ministries/ Departments of the Government of India with the request that wide publicity may be given to all the eligible officers.

**Copy to :**

1. NIC for uploading the Circular on the DPE's Website.



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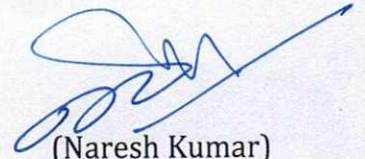
**Advertisement for Consultants (Private Secretary)**

Applications in the prescribed format (as per Annexure) are invited from retired Private Secretaries from Central Secretariat Stenographer Service (CSSS) or similar services for engagement as Consultants in the Department of Public Enterprises, CGO Complex, Lodhi Road, New Delhi on short-term contract basis as per details given below:

1.	Name of post	Consultant (private Secretary)
2.	Number of Posts	1 (one) on immediate requirement basis 2 (Two) for Empanelment (Depending on future requirement)
3.	Period of consultancy	Initially for 12 months tentatively, extendable for further period as may be decided by the Department depending on functional requirement, performance appraisal, fitness of individual etc. However, the maximum period of appointment will be for a period of three years or 65 years of age whichever is earlier.
4.	Job Location	Department of Public Enterprises Block No. 14, CGO Complex Lodhi Road, New Delhi- 110003
5.	Eligibility Criteria	Officers retired in the pay scale of Rs. 93,00-34,800 + GP Rs. 4800 (pre-revised), Level-8, Rs. 47600-1,51,100 (7 <sup>th</sup> CPC) and above from Central/ State Government, Union Territory/ PSUs/ Semi-Government/ Autonomous or statutory organizations.
6.	Experience	<ul style="list-style-type: none"><li>➤ Knowledge of Stenography in English/Hindi.</li><li>➤ Minimum stenography speed of 80 wpm.</li></ul>
7.	Remuneration	Last Basic Pay drawn - Basic Pension + DA at prevailing rates <b>OR</b> Rs. 40,000/- + Rs. 3600/- as Transport allowance per month, <b>whichever is less.</b>
8.	Leave	Consultant shall be eligible for 8 days leave in a calendar year on pro-rata basis. The Consultant shall not draw any remuneration in case of absence beyond 8 days in a year (calculated on a pro-rata basis). Also un-availed leave in a year cannot be carried forward to next calendar year.
9.	Working Hours	<ul style="list-style-type: none"><li>❖ The Consultant shall be required to observe the normal office timings and may also be called upon to attend office on Saturday/ Sunday or any other holiday in case of exigencies of work.</li><li>❖ They shall mark their attendance in AEBAS mandatorily, failing which it may result in deduction of remuneration.</li></ul>



10.	Terms of Contract	<p>The engagement will be strictly contractual and will not confer any right for regular appointment in the Department including any allowance such as DA, transport facility, residential accommodation, etc.</p> <p>The contract can be terminated by either side at any time by giving one month's notice. The Government can terminate the contract immediately by giving one month's remuneration in lieu of notice period.</p>
11	How to Apply	<p>Interested applicants may submit their applications in the prescribed proforma at the following address:  <b>Under Secretary (Admn.),</b>  <b>Department of Public Enterprises</b>  <b>Block No. 14, CGO Complex</b>  <b>Lodhi Road, New Delhi- 110003</b></p> <p>Last date for receipt of applications is <b>03.12.2019</b></p>
12	Selection Procedure	<p>Department of Public Enterprises will scrutinize the applications through Screening Committee, and short list the candidates based on merits. The short-listed candidates will be called for Personal Interaction/ Skill Test for selection by the Selection Committee.</p> <p>The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.</p>



(Naresh Kumar)  
Under Secretary (Admn.)



**Annexure**

**Application for the post of Consultant on contract basis in the Department of Public Enterprises, M/o Heavy Industries & Public Enterprises, New Delhi**

1. Name in full (in Block letters) :
2. Father's/Husband's name :
3. Date of Retirement :
4. Pay scale (Pre-revised and revised 7<sup>th</sup> CPC) :
5. Name of Office from retired :
6. Date of Birth :
7. Age as on date :
8. Permanent/present address :
- Tele No. :
- Mobile No. :
- E-mail :
9. (a) Whether SC/ST/OBC :
- (b) Whether physically handicapped? :
10. Educational qualifications :
11. Experience details of all previous and present employment:

Name of the Employer	Name of the post	Pay scale/ salary	Period		Nature of duties
			From	To	

12. Any other relevant information:

**DECLARATION:**

I solemnly declare that all the statement made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of my 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 Public Enterprises.

Signature  
(Full name of the applicant)

Place :  
Date :