

F.No. A-37020/1/2022-Admn.  
Government of India  
Ministry of Finance  
Department of Public Enterprises

Public Enterprises Bhawan,  
Block No.14, CGO Complex,  
Lodi Road, New Delhi – 110003  
Dated: 09 March, 2022

CORRIGENDUM

Subject: Engagement of two (02) Retired Secretarial Central Government for secretarial work (Non-Technical) as Consultant (s) at Section Officer/Under Secretary level - reg.

In partial modification of this Department's Circular of even No. dated 15<sup>th</sup> February, 2022 on the subject mentioned above, the last date for receiving application has been changed to 25<sup>th</sup> March, 2022.

2. The other contents remain unchanged.



(Naresh Kumar)  
Under Secretary (Admn.)

To

- 1) NIC for uploading on e-office portal as well as on Department's website.
- 2) Department of Personnel and Training (Kind Attention: Under Secretary, CS-I/CS-D Division), Lok Nayak Bhawan, Khan Market, New Delhi – 110003 for uploading on its website.

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Dated: 15 February, 2021

**CIRCULAR**

Department of Public Enterprises invites application from retired Section Officers/Under Secretary of equivalent in Level 10/11 of Pay Matrix as per 7<sup>th</sup> CPC, of central Government Ministries/Departments having experience of functioning in Government organisations.

2. The Candidate should have knowledge of service Rules & noting /drafting. He should possess good working computer knowledge and experience in Administration/ Establishment/ Procurement procedure/Secretariat matters/ RTI/ Court Cases/ Parliamentary issues etc. He should have good track record of working in Ministries/Departments and having experience of functioning in Government Organisation and should be of good health.

3. **Period of Engagement:** The initial engagement as consultant would be for a period of one year, which may be extended depending on the requirement and performance review of the Consultants. However, the engagement shall not be extended beyond 5 Years after superannuation or at attaining the age of 65 Years whichever is earlier.

The engagement of Consultant would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with Ministry of Coal.

The engagement of Consultants would be of a temporary nature against the task assigned. The engagement can be cancelled at any time by the Ministry without assigning and reasons.

4. **Age:** The candidate should have retired from Central Government Ministries/Department having experience of functioning in Government bodies preferably in the concerned fields. Age shall not be beyond 64 years as on the closing date receipt of application.

5. **Remuneration:** A fixed monthly amount shall be paid as per the Government norms, arrived at by deduction the basic pension from the basic pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/Percentage increase during the contract period.

Remuneration will further subject as per guidelines issued by the Department of Expenditure vide their O.M. 3-25/2020-E.IIIA dated 9<sup>th</sup> December, 2020 and also as per guidelines, if any, issued by the Department of personnel and Training (DoP&T) from time to time.

6. **Allowances:** The consultants shall not be entitled to any other allowances such as dearness Allowance, Dearness Allowance, Residential Telephone, Residential Accommodation, HRA Personal Staff, CGHS, Medical Reimbursement etc.

An appropriate and fixed amount as transport allowance for the purpose of commuting between the residence and the place of work shall be paid not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment.

No TA/DA shall be admissible for joining the assignment or on its completion however. The consultants would be entitled to draw TA/DA on official tour if and as per their entitlement at the time of retirement.

7. **Leave:** Consultants shall be eligible for paid leave of absence at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year is not allowed.

8. **Working facility:** Only the basic working facilities / Infrastructure will be provided to the consultants. No transport or telephone or internet facility at residence etc. shall be provided.

9. **Working Hours:** The consultants shall have to work as per the working hours of the Ministry. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration of fee would be payable if work requires late sitting or coming on holidays.

10. **Termination of Engagement:** The engagement of consultant can be terminated at any time without assigning any reason, if:-

- a. If the Consultant is unable to accomplish the assigned works within the stipulated time and failed to accomplish work as per the satisfaction of the Ministry.
- b. If the Consultant fails in timely achievement of the milestones as decided by the Ministry.
- c. If the Consultant is found lacking in honesty and integrity.
- d. Filling up the existing vacancy against which the consultant has been engaged.

11. The Ministry reserves the right to cancel and not proceed in the matter for engagement of Consultants at any stage without giving any reason, whatsoever.

12. The consultants shall not utilise or publish or disclose or part to third party and data or statistics or proceedings or information gathered during the course of this assignment.

13. **Procedure for Selection:** Candidates meeting the conditions as given above shall be shortlisted by the duly constituted Selection Committee of the Department. The communication shall be given on the postal address/e-mail Id provided by the Candidate.

14. Persons who fulfil the eligibility criteria and who are willing to join immediately, may submit their applications in the enclosed format to the Under Secretary (Admn.) Ministry of Finance, Department of Public Enterprises, Room No. 409-A, Public Enterprise Bhawan, Block No. 14, CGO Complex, Lodhi Road, New Delhi on or before 1<sup>st</sup> March, 2022 or e-mail at [us-admn-dpe@gov.in](mailto:us-admn-dpe@gov.in).

  
(Naresh Kumar)  
Undersecretary to the Government of India  
Tel. No. 24366820

To

1. NIC for publishing in web portal of Department of Public Enterprises.
2. Department of Personnel and Training (Kind Attention: Under Secretary, CS-I/CS-D Division), Lok Nayak Bhawan, Khan Market, New Delhi – 110003 for uploading on its website.

## PROFORMA

APPLICATION FOR ENGAGEMENT OF CONSULTANTS IN DEPARTMENT OF PUBLIC ENTERPRISES, MINISTRY OF FINANCE, PUBLIC ENTERPRISE BHAWAN, CGO COMPLEX, NEW DELHI.

PHOTOGRAPH

1	Post applied for	
2	Full Name (in Block Letters)	
3	Date of Birth	
4	Educational Qualification	
5	Contract Number (Mobile) and E-Mail	
6	Address for communication	
7	Date of joining of Government Service	
8	Work Experience starting from last post held:-	

S. N.	Ministry/Department	Period	Details of Work Experience	Remarks

9	Date of retirement and the post from which retired	
10	Name of the Ministry/Department from which retired	
11	Last Pay Drawn (Please enclose copy of LPC)	
12	PPO NO (Please enclose a copy of PPO)	

I hereby declare that all the statements in the application are true and complete to the best of my knowledge and belief. I have read this circular and ready to accept the terms and conditions for engagement as consultants.

Date & Place

Signature....  
Name in Block Letters