

F.No.13015/3/2020-Genl.  
Government of India  
Ministry of Heavy Industries & Public Enterprises  
Department of Public Enterprises

Public Enterprises Bhawan,  
Block 14, CGO Complex,  
Lodhi Road, New Delhi  
Dated the 11<sup>th</sup> March, 2020

CIRCULAR

**Subject:** Engagement of 3 Retired Secretarial Central Government / State Government / Autonomous bodies/ Statutory bodies officers / employees for secretarial work (Non-Technical) as Consultant (s) at Under Secretary / Deputy Secretary level.

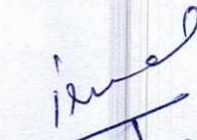
It is proposed to engage 03 (three) retired Government Employees at Section Officer /Under Secretary to Government of India level to work as full time Consultants in Department of Public Enterprises Block 14, CGO Complex Lodhi Road, New Delhi – 110003.

2. Willing and eligible retired officers of the Central Government / State Government / Autonomous bodies/ statutory bodies' officers may send their bio-data as per Annexure attached (Overleaf) to the Under Secretary (Admin), Department of Public Enterprises Block 14, CGO Complex Lodhi Road, New Delhi on or before 11 April, 2020. The eligibility, terms and conditions and remuneration are as follows:

Eligibility:

- i. Must have retired from Central Government / State Government / Autonomous bodies/ Statutory bodies officers / employees for secretarial work (Non-Technical) as Consultant (s) at Section Officer/Under Secretary level.
- ii. Must be well acquainted with the functioning of government / Ministries.
- iii. Should be well aware of various rules / regulations of Government of India, capable to handle administrative matters framing of Recruitment rules, General Administration matters, Vigilance matters, Cash matters Financial Matters ect.
- iv. Normally, the maximum age limit for all categories of Consultants will be 65years.

  
11/03/2020

o/c   
11/3/2020

Terms & Conditions

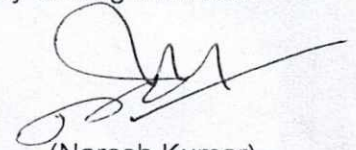
- i. The initial engagement of a person as Consultant shall be for the period of one year. After expiry of initial term, engagement may be extended, based on requirement of the Division and performance of Consultant(s) concerned, with the concurrence of Finance Wing & approval of Secretary (DPE) for a maximum period of one year at a time. Relaxation may be given in deserving cases.
- ii. The Consultant should maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of contract, failing which the consultant will be liable for suitable action.
- iii. The Consultant shall have to perform duties/services as assigned to him/her by his/her controlling officer with all necessary skills, diligence, efficiency and economy.
- iv. No other facilities shall be provided. The person engaged on contract basis shall not be entitled to any other benefits like provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits as available to the regular Government Servant.
- v. The consultant will have to mark his attendance in Aadhar enabled Biometric Attendance System.
- vi. Working hours shall be from 9.00am to 5.30 pm. No extra compensation will be paid apart from consolidated remuneration admissible even if a person attends office on holidays and work beyond normal office hours.
- vii. Consultants shall be eligible for 8 days leave in a calendar year on pro-rata basis. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken.
- viii. The Consultant shall not be entitled to any TA/DA for joining the appointment.
- ix. Engagement may be terminated at any time by the competent authority without assigning any reason and without any notice.
- x. Decision of selection committee will be final and binding on all candidates.

Remuneration:

The consultancy fee paid to such consultants shall be based on their Last Pay Drawn (Basic Pay) minus Pension plus prevalent D.A. on residual amount.

3. Ministries/Departments may also give this Circular wide publicity among their staff and bring it to the notice to their Attached/Subordinate Offices.

Encl: as above.



(Naresh Kumar)

Under Secretary to the Govt. of India

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.

## APPLICATION FOR THE POST OF CONSULTANT FOR DEPARTMENT OF PUBLIC ENTERPRISES

## BIO-DATA

|   |   |        |    |                |         |
|---|---|--------|----|----------------|---------|
| 1 | Name  |        |    | Photograph     |         |
| 2 | Date of Birth (in Christian era)  |        |    |                |         |
| 3 | E-mail Id with Telephone / Mobile No.   |        |    |                |         |
| 4 | Date of retirement and the post from which retired (enclose copy of retirement order) |        |    |                |         |
| 5 | PPO Number (enclose copy)   |        |    |                |         |
| 6 | Name of Ministry / Department from which retired                                      |        |    |                |         |
| 7 | Address for communication   |        |    |                |         |
| 8 | Educational Qualification   |        |    |                |         |
| 9 | Details of Experience (Add a separate sheet if required)                              |        |    |                |         |
|   | Organization/<br>institute  | Period |    | Nature of Work | Remarks |
|   |   | From   | To |                |         |
|   |   |        |    |                |         |

Declaration

I \_\_\_\_\_, do hereby declare that particulars furnished above are true and correct to the best of my knowledge. I understand and agree that in the event of any information being false/incorrect/ incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of Department of Public Enterprises in this regard. All the terms and conditions of engagement as mentioned in the circular and acceptable to me.

Place:

Date:

Signature

Full Name of the applicant