

F. No. 13015(4)/2013-GA.
Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Public Enterprises

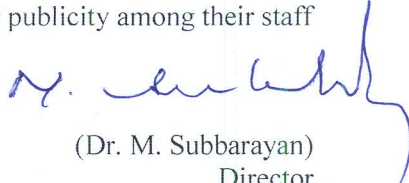
Public Enterprises Bhawan,
Block No. 14, C.G.O. Complex,
Lodi Road, New Delhi-110003,
Dated 12th May, 2014

Office Memorandum

Sub: Engagement of consultant on contract basis in DPE-inviting application thereof

It is proposed to prepare a panel of retired Government servants to work as full time Consultant with the following terms and conditions:-

- i. Must have retired from Central Government service at the level of Assistant or above.
 - ii. The consultant proposed for engagement shall be well acquainted with the functioning of Central Government Ministries/Department.
 - iii. The work profile and responsibility would be equivalent to that of an Assistant in Central Government.
 - iv. They should possess experience in handling work related to (i) Library or (ii) Audit/Accounts/Budget.
2. The engagement of Consultants shall be subject to the following conditions:-
- i. The engagement shall be initially for a period of one year, or whenever regular incumbents are available whichever is earlier.
 - ii. Working hours 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, he/she may be required to sit late and he may be called on Saturday/Sunday and other Gazetted holidays.
 - iii. Consultant shall be eligible for 08 days leave during the period of one year. However, un-availed leave cannot be carried forward, in case of extension beyond one year.
 - iv. The engagement may be terminated at any time by the Government without assigning any reason by giving a notice of fifteen days.
 - v. The consolidated consultancy fee would be Rs. 20,000/- (Rupees Twenty Thousand) only per month.
3. The persons who fulfill the eligibility criteria and are willing to offer their services as Consultant, may submit their applications in the prescribed proforma as in Annexure-I latest by 20th May, 2014 to Under Secretary (Admn), DPE Room No.409, 4th Floor, Block No. 14, CGO Complex Lodhi Road New Delhi- 110003.
4. It is requested that Ministries/Department may give this circular a wide publicity among their staff and may bring it to the notice of their subordinate /attached offices.


(Dr. M. Subbarayan)
Director

To

All Ministries/Departments of the Government of India
Copy to: NIC, DPE, for uploading this OM on DPE website

PROFORMA

Engagement as Consultant in Department of Public Enterprises, Block NO.14
CGO Complex New Delhi

1.	Name		
2.	Date of Birth		
3.	Contact Number (Mobile)		
4.	Address for communication		
5.	Date of joining Government Service		
6.	Date of retirement		
7.	Name of the Ministry/Department from which retired		
8.	Last Pay drawn(Pay in Pay Band & Grade Pay)		
9.	Educational Qualification		
10.	Details of Knowledge in Computer		
11.	Brief particulars of Experience in the grade of Assistant and above	<u>Ministry/Departments</u>	<u>Subject handled</u>

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement.

(Signature of the Applicant)