

No. 16/19/2022-OL(Service)
Government of India
Ministry of Home Affairs
Department of Official Language

NDCC-2 Building,
Jai Singh Road, New Delhi-110001
Dated: 20.01.2023

OFFICE MEMORANDUM

Subject: Engagement of Retired Government Officials on contract basis as consultant at the level of Assistant Section Officer/Section Officer (02 posts)-reg.

The undersigned is directed to circulate the Department of Official Language's Circular of even number dated 21.01.2023 inviting applications from retired Govt. Officials not below the rank of Assistant Section Officer (CSS cadre) for engagement as Consultant on contract basis.

Encl: As above

Under Secretary to the Govt. of India

To

The under Secretary (CS-I)
Department of Personnel & Training,
Lok Nayak Bhavan, New Delhi.

No. 16/19/2022-OL(Service)
Government of India
Ministry of Home Affairs
Department of Official Language

NDCC-2 Building,
Jai Singh Road, New Delhi-110001
Dated: 20.01.2023

Subject: Engagement of Retired Government Officials on contract basis as consultant at the level of Assistant Section Officer/Section Officer (02 posts)-reg.

The Department of Official Language invites applications from retired Govt. Officials not below the rank of Assistant Section Officer (CSS cadre), who are well-versed in Legal matters and procedures, Establishment/Administration Rules with working knowledge of e-office etc. for engagement as Consultant on contract basis initially for a period of one year or till further order, whichever is earlier. Detailed terms and conditions for engagement of consultants are at **Annexure-I**.

2. Interested retired Government Officials, who possess good health and are in a position to join immediately may kindly submit their particulars in the enclosed format (**Annexure-II**) along with relevant documents to Smt. Saroj Mary Xalxo, Under Secretary (Admn.), D/o Official Language, M/o Home Affairs, NDCC-II Building, Jai Singh Road, New Delhi-110001 on or before 20/02/2023.

3. Shortlisted candidates will have to appear for interview, about which they will be informed suitably. No TA/DA shall be admissible for this purpose.

Under Secretary to the Govt. of India

To

The Under Secretary (CS-I), Department of Personnel & Training, Lok Nayak Bhawan, New Delhi- with a request to upload the same on the DoPT's website for wider publicity.

Annexure-I

General Terms & Conditions

1. The consultant shall perform the services as assigned to him/her by his/her controlling/Administrative Authorities.
2. The normal working hours would be from 9.00 A.M. to 5.30 P.M. with a lunch break of 30 minutes from 1.30 PM to 2.00 PM from Monday to Friday. In case of emergencies, the consultant could be called for services on holidays or beyond the normal working hours for which no compensatory leave or any compensation will be granted/permitted.
3. The engagement of the Consultant will be purely on Contract basis. The engagement shall not be considered as a case of permanent employment.

4. Consultants shall not be entitled to any kind of accommodation or allowance facility such as Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement etc.
5. The person engaged on contract basis shall not be entitled to any other benefits viz. Provident fund, pension, Insurance, Gratuity etc.
6. The engagement period for the consultant would be initially for a period of one year or till further order, whichever is earlier. The period which may be extended or curtailed subject to review, on the basis of the performance and at the sole discretion of this Department. The consultant shall not exceed the age of 65 years.
7. **The consult shall be paid a fixed remuneration as per the formula of last pay drawn minus pension plus TA at the rate of retired Govt. Servant drawn at the time of retirement. Mandatory deduction, if any, will be made. There will be no annual increment/percentage increase during the contract period.**
8. The consultant will be allowed 1.5 days leave for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed. Also, no payment in lieu of un-utilized leaves will be made by this Department. Leave for more than three days in a single spell shall not be allowed.
9. Department shall reserve the right to terminate his/her engagement at any time without giving any notice and reason whatsoever. He/she can resign as Consultant after giving 15 days notice in advance or consultancy fee in lieu thereof.
10. His/her engagement will be on full time basis not and during the period of his/her Consultancy in this Department, he/she shall not taken up any other assignment in any public or private organization, whatsoever.
11. He/she will not act in a manner that will be detrimental to the activities or reputation either of this of this Department or of the Government of India.
12. He/she will not reveal of share with any third party any secret or confidential information or data related to this Department that he/she may have come to know about or become aware in the course of his engagement.
13. He/she will not get themselves/herself involved in activities or exhibit behavior during the course of his engagement that result in conflict of interests or unbecoming the prudent man.
14. He/she will maintain absolute integrity during his/her engagement as consultant in this Department.
15. If any declaration given or information furnished by the candidates proves to be false or if the candidate is found to have willfully suppressed any material information, he/she will be liable for removal from engagement service and such other action as Government may deem necessary.
16. No TA/DA shall be admissible to the consultants for attending the interview or for taking up the appointment.

Consultant will not be allowed any foreign travel at Government expenses.

17. This Department shall have the right to examine/review the services provided by him/her at any time.
18. This Department shall not be responsible for any loss, accident damages/injury suffered by him/her whatsoever arising in or out of the execution of his/her work, including travel.

**Application for engagement of retired Central Government Officials as Consultant in
Department of Official Language, New Delhi-110001**

1.	Name	
2.	Father's Name	
3.	Date of Birth & Age	
4.	Contact Details	
5.	Address for communication	
6.	Date of Joining in Government Service	
7.	Date of Retirement	
8.	Post from which retired	
9.	Name of Department from retired	
10.	Last pay Drawn	
11.	PPO No. (With Copy)	
12.	Experience Details (A separate sheet may be annexed)	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

I understand and agree that in the event of 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.

I have read this circular and ready to accept the general terms and conditions for engagement of Consultants.

Place:

Date:

Signature

(Full name of the applicant)