

**F.No. A- 11019/01/2017- SDE**  
**Government of India**  
**Ministry of Skill Development and Entrepreneurship**

2<sup>nd</sup> Floor, Shivaji Stadium, Annexe Building  
Date: 29<sup>th</sup> June, 2017

**CIRCULAR**

Subject: Engagement of Consultants in the Ministry of Skill Development and Entrepreneurship-reg.

The Ministry of Skill Development and Entrepreneurship invites applications for engagement of Consultants from retired persons preferably from Central Government Ministries/Departments on Contract Basis initially for a period of two year from the date of engagement which may be extended or curtailed as per the functional need. The details regarding eligibility criteria, terms of references etc. are as under:

**A. Six Consultants (SO/US/DS/Director level)**

- i. **Eligibility criteria:** Should have retired from the posts of SO/US/DS/Director of Central Secretariat Service (CSS).
- ii. **Scope of Work/Job responsibility:**
  - Preparation of EFC/SFC notes, Cabinet notes, Outcome Budget, documents of annual reports, document on Zero-based budgeting, Mid-term Appraisal for Five Year Plan etc.
  - Preparation of brief notes for Minister and senior officers.
  - Matters related to Court cases, CGHS schemes, tendering process etc.
  - Miscellaneous matters.

**B. Two Consultants (Hindi Language) (Retired)**

- i. **Eligibility criteria:** Should have served at the level of Translator for atleast 5 years or Assistant Director (OL) for atleast 3 years or at equivalent posts for same tenure in Central Government Ministries/PSUs/autonomous organisations etc.
- ii. **Scope of Work/Job responsibility:**
  - Translation of all Parliamentary Questions, Cabinet Notes and other parliamentary matters.
  - Providing materials in Hindi for various Parliamentary Committee meetings held at regular intervals.
  - Translation of Annual Report, Outcome Budget and Detailed Demands for Grants in respect of MSDE in Hindi.
  - Maintenance of files and records related to Hindi.

**C. Seven Consultants (PS/PPS level)**

- i. **Eligibility criteria:** Should have served at the level of Personal Assistant for atleast 5 years or Private Secretary for atleast 3 years or Principle Private Secretary for atleast one year or at equivalent posts for same tenure in Central Government Ministries/PSUs/autonomous organisations etc.
- ii. **Scope of Work/Job responsibility:**
  - Expert in taking dictation in shorthand and its transcription, fixing up of appointments and keeping accurate list of engagements, meetings etc.
  - Miscellaneous matters.

**D. General Terms and Conditions:**

- i. **Contract Period:** Initial contract would be for a period of 2 years that may be extended for a period of 5 years one year at a time or may be curtailed as decided by the Ministry. However, the maximum period of appointment will be for 65 years of age.
- ii. **Remuneration:** The retired officers/officials will be engaged on the remuneration as per the prescribed formula i.e. Last Pay drawn plus DA minus basic pension.
- iii. **Leave:** The Consultants shall be eligible for 08 days leave in a calendar year. This leave will not be carried forward in case the engagement period is extended by this Ministry. Also, no payment in lieu of unutilised leaves will be paid by this Ministry at the time of expiry of contract.
- iv. **Headquarters:** Headquarters of Consultants will be at Delhi.

**E. Other Terms and Conditions:**

- i. The person must be able to work in MS Word, PowerPoint and should be proficient in noting, drafting and examining the cases.
- ii. The consultant will not be entitled for any kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, transport facilities, staff car, and residential accommodation from Central Government pool.
- iii. The engagement of the Consultant will be purely on Contract basis.
- iv. The candidate will be required to sign a non-disclosure undertaking.
- v. The Ministry may terminate the services of Consultants in case he/she is unable to achieve the assigned works within the time-frame or the work assigned to him/her is not satisfactory to the Department or he/she is found to be lacking in honesty and integrity.
- vi. Ministry shall also reserve the right to terminate the services of Consultants at any time without giving any notice and also without assigning any reason. The engagement of consultants will not confer any right on the part of individual for permanent appointment to the post.
- vii. The Consultants may be called in the Office on Saturdays, Sundays and other Gazetted Holidays or may be asked to sit late in the office after office hours, in case of exigencies of work. No extra allowances will be permissible for the same.
- viii. The Consultants shall continue to draw pension and dearness relief on pension, if any, during the period of their engagement as Consultant.
- ix. No TA/DA shall be admissible to the consultants for joining the assignment. Consultant will not be allowed any foreign travel at Government expenses. However, they may be allowed TA/DA for travel inside the country in connection with official work assigned to them.

2. Interested and eligible candidates may submit their applications in the prescribed proforma duly typed to:

The Under Secretary (Estt.)  
Ministry of Skill Development and Entrepreneurship  
2<sup>nd</sup> floor, Shivaji Stadium Annexe  
Shaheed Bhagat Singh Marg  
New Delhi- 110001

The last date for receipt of applications is **20<sup>th</sup> July, 2017.**

  
29/6/17

(Arun Kumar)  
Under Secretary to Government of India  
Tel: 23450850



To

1. All the Ministries and Departments of the Govt. of India with the request to give wide publicity to the circular among the concerned.
2. All the Sections in MSDE
3. NIC Cell with a request to upload the circulars on the website of this Ministry.

Photograph

**Application Form for engagement as Consultants in Ministry of Skill Development and Entrepreneurship (Please type):**

1. Name: \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Domicile: \_\_\_\_\_
5. Nationality: \_\_\_\_\_
6. Postal Address for correspondence: \_\_\_\_\_
7. E-mail: \_\_\_\_\_
8. Mobile: \_\_\_\_\_
9. Educational Qualifications: \_\_\_\_\_

10. Position held during last ten years of service:

Sl. No.	Designation & Place of posting including the name of the Ministry/Department	Scale of pay	From	To	Nature of work performed

11. Skills/ Trainings:
12. Any other specific information, if any, in support of your suitability for the said engagement (Use separate sheets, if necessary).
13. Please attach a copy of Pension Payment Order (PPO) (in case of retired personnel):

Name and Signature of the Applicant

Place:

Date: