

Dated 28.07.2020

VACANCY CIRCULAR

Subject:- Engagement of Consultants (Retired Govt. Servants) 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/ PSUs on Contract Basis initially for a period of one year from the date of engagement. The engagement may be extended one year at a time, subject to age limitations described later below, if the requirement of services is there and the performance of the consultant has been found to be satisfactory. Similarly, the engagement may be curtailed at any time if either the requirement for the services is no longer there or if the performance has not been found satisfactory.

2. The eligibility criteria and terms and conditions of the engagement etc. are as under:

A. SO/US/DS/Director and above level - 6 Posts

(i) Eligibility criteria: Should have retired from the posts of SO/US/DS/Director of the Central Secretariat Service (CSS).

(ii) Age limit: Maximum age limit is 63 (as on last date of receipt of applications)

(iii) Scope of Work/Job responsibility:

The officer should have experience in the fields of Establishment, General Administration, Finance, Processing of Schemes, Policy & Planning, Vigilance, Rules and Regulations etc and should be able to independently process and prepare proposals relating to:-

- Preparation of EFC/SFC notes, Cabinet notes, Budget Matters, Annual Report, Annual and Five Year Plans, 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, tendering process etc.

B. Hindi Officials – 3 Posts

(i) Eligibility criteria: Should have served at the level of Translator for at least 5 years or Assistant Director (OL) for at least 3 years or at equivalent posts for same tenure in Central Government Ministries/PSUs/autonomous organisations etc.

(ii) Age limit: Maximum age limit is 63 (as on last date of receipt of applications)

(iii) 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. PS/PPS level – 1 Post

(i) Eligibility criteria: Should have served at the level of Personal Assistant for at least 5 years or Private Secretary for at least 3 years or Principle Private Secretary for at least one year or at equivalent posts for same tenure in Central Government Ministries/PSUs/autonomous organisations etc.

(ii) Age limit: Maximum age limit is 63 (as on last date of receipt of applications)

(iii) Scope of Work/Job responsibility:

- Taking dictation in shorthand and its transcription, fixing up of appointments and keeping accurate list of engagements, meetings etc.
- Miscellaneous matters.

D. Legal Consultant, DS/Director level – 1 Post

(i) Eligibility criteria: Should have retired from the posts of DS/Director of the Central Govt. offices having experience in dealing legal matters in M/o Law

Or

Having work experience as lawyers or Legal Consultants in M/o Law to follow-up and monitor the court cases.

(ii) Essential Qualifications:

- Degree of LL.B or equivalent from a recognised university/ Institute in India or abroad, recognised by the Bar Council of India, and
- At least 3 years' of experience in a Court of Law or expertise in legal matters with experience working in Government department having handled court cases.

(iii) Age limit: Maximum age limit is 63 (as on last date of receipt of applications)

(iv) Remuneration: For private persons, consolidated Rs. 70,000/- per month. For retired Govt. servants, the remuneration would be the (last pay drawn+DA)-(Pension+DA) as mentioned in Para-3 below.

(v) **Other Terms & Conditions** of engagement will be similar as specified below in Para-3 & 4 of the advertisement.

(vi) **Scope of Work/Job responsibility:**

- To provide assistance primarily involving legal issues and assistance to attached offices based on requirement.
- Perform such other work of a legal nature as may be entrusted from time to time.
- Maintain a register of pending court cases in the Ministry.
- Monitor the pending court cases.
- To assure and monitor implementation of judgments given by the Court(s)
- Liaison with Govt. lawyers handling the cases, and various Departments

3. **General Terms and Conditions of Engagement of Consultants:**

(i) **Remuneration [except Legal Consultant (Pvt. Persons)]:** The retired official would be entitled to remuneration as under:

Level of Pay in Pay Matrix	Remuneration (Maximum ceiling)	Conveyance Allowance
Level 8 to 10 (GP of Rs.4800 to Rs.5400)	40,000/-	Rs.3,000/-
Level 11 (GP of Rs. 6600)	50,000/-	
Level 12 and 13 (GP of Rs.7600 and Rs. 8700)	60,000/-	Rs.5,000/-

Note: The Consultants will be paid monthly remuneration as mentioned above or (last pay drawn+DA) - (Pension+DA) formula, whichever is less. The total monthly remuneration and the pension drawn by the consultant shall not be more than the Last Pay Drawn by him calculated at the current rate of Dearness Allowance.

(ii) **Age Limit:** The age limit will be 65 years. However, engagement beyond 65 years and up to 70 years could be with approval of Secretary keeping in view, good health of the Consultant for the work, essentiality of the services offered and high grade level of expertise.

(iii) **Period of Engagement:** The period of engagement will be for a period of 1 year. The engagement may be extended one year at a time, subject to age limitations described above, if the requirement of services is there and the performance of the consultant has been found to be satisfactory. Similarly, the engagement may be curtailed at any time if either the requirement for the services is no longer there or if the performance has not been found satisfactory

(iv) **Allowances:** A Consultant will not be entitled to any allowances.

(v) **TA/DA:** 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.

(vi) **Leave:** The consultant will be eligible for 8 days of leave during a calendar year on pro-rata basis. This leave will not be carried forward in case the engagement period is extended by this Ministry. Also, no payment in lieu of unutilised leave will be paid by this Ministry at the time of expiry of contract.

(vii) **Termination:** The engagement can be terminated by the Ministry at any time without assigning any reason by giving 15 days' notice. A Consultant may also resign giving 15 days' advance notice or remuneration of 15 days in lieu thereof.

4. Other Terms and Conditions:

(i) Headquarter of Consultants will be at Delhi.

(ii) The person must be able to work in MS Word, Power Point and should be proficient in noting, drafting and examining the cases.

(iii) They will also not be entitled to telephone facilities, transport facilities, staff car, and residential accommodation from Central Government pool.

(iv) The engagement of the Consultant will be purely on Contract basis.

(v) The candidate will be required to sign a non-disclosure undertaking.

(vi) 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 allowance will be permissible for the same.

(vii) The Consultants shall continue to draw pension and dearness relief on pension, if any, during the period of their engagement as Consultant.

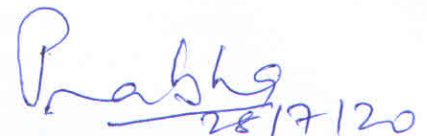
(viii) TDS as admissible shall be deducted from the monthly remuneration. A TDS Certificate will be issued by the concerned DDO on demand.

(ix) Consultants will have to follow the normal working hours as prescribed. (i.e. 09:00 AM to 05:30 PM) However, as per the exigency one has to sit late to complete the time bound work. Attendance would be marked through Aadhar based Biometric Attendance System (BAS).

5. Interested and eligible candidates may submit their applications in the prescribed proforma duly filled up to:

The Under Secretary (Estt.)
Ministry of Skill Development and Entrepreneurship
Room No. 328, Shram Shakti Bhavan, Rafi Marg,
New Delhi-110001

6. The last date for receipt of applications is 28.08.2020 (Friday).


28/8/20

(Prabha Sharma)

Under Secretary to Government of India
Tel: 23465890

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Application Form for engagement of Consultants (Retd. Govt. Servants) 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. Positions 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: