

**No. A-12013/01/2015-Adm.IV**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF INFORMATION & BROADCASTING**  
**(ADMINISTRATION –IV SECTION )**

Dated : 20<sup>th</sup> February, 2015

**Circular**

**Subject:- Hiring services of Retired Sections Officers/Retired Assistants of Government of India as Consultants in the Main Secretariat, Ministry of Information and Broadcasting- reg.**

Ministry of Information & Broadcasting invites applications from retired Section Officers/ Retired Assistants of Government of India for engagement as Consultant on contract basis.

2. The details including eligibility criteria, term of reference etc. regarding above engagement are available on the website of the Ministry i.e. at <http://www.mib.gov.in> under the link Appointments/Jobs

3. Interested candidates, who fulfill the eligibility criteria, may submit their application in the prescribed Performa in sealed cover super-scribed "Selection for engagement as Consultants" which should reach this office within 07 days of publication of advertisement in this regard in the News Paper or by 09.03.2015 at the following address:-

Under Secretary (Admn.IV)  
M/O Information & Broadcasting  
Room No.748-B  
"A" Wing Shastri Bhawan  
New Delhi.



20-02-2015

**(D.K. Chawla)**

**Under Secretary (Admn)**

**Tel.23389460**

To

1. All Ministries/ Departments of Govt. of India- They are requested to give this circular wide publicity amongst all the retired Assistant/ Section Officers.
2. NIC, Ministry of Information and Broadcasting.



20-02-2015

**(D.K. Chawla)**

**Under Secretary (Admn)**

**Performa**

Application for engagement of consultant in the Main Secretariat, Ministry of Information and Broadcasting.

1	Name in Full (Block Letters)	
2	Educational Qualification	
3	Date of Birth	
4	Date of Superannuation from Govt. Service	
5	PPO No.	
6	Complete residential address with phone number/mobile no./e-mail	
7	Office address at the time of retirement	
9	Brief particulars of experience in Govt. Service.	
10	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.	

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. I have read this document and ready to accept all the terms & conditions for engagement of Consultant.

( Signature of the Candidate )

Place:

Date:

## Terms & Conditions

### **1. Period of engagement**

The engagement shall be initially for a period of 6 month or till further orders whichever is earlier. The engagement can be extended or curtailed depending upon the performance of the consultant or requirement of the Ministry with the approval of the competent Authority.

### **2. Selection Procedure**

The appointment will be purely on contract basis. Applications in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Consultants will be selected from shortlisted candidates. A Screening cum Selection Committee shall be constituted by the Ministry for this purpose.

### **3. Remuneration**

Retired Assistants appointed as Consultants will be paid the consolidated monthly fee of Rs.20,000/- and Retired Section Officers appointed as Consultants will be paid a consolidated monthly fee of Rs.25,000/- during the period of engagement. **No other perquisites or allowances will be admissible other than the consolidated fee.**

### **4. Scope of Duties**

During the period of such engagement, the consultants would be required to perform any work as assigned to them by the concerned Division Heads in the Ministry in which they would be posted to work as Consultant.

### **5. Leave**

The Consultant would not be entitled to any kind of regular leave. However, they would be entitled to casual leave of 8 days in a calendar year, to be calculated on pro- rata basis.

### **6. Office time and working hours**

Engagement of Consultants would be on full time basis. Working hours shall be from 9 A M to 5:30 P M during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The Consultants can be called on Saturday/ Sunday/ Other Gazetted holidays, if required.