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

Dated : 20th 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.

(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.

(D.K. Chawla)
Under Secretary (Admn)
Application for engagement of consultant in the Main Secretariat, Ministry of Information and Broadcasting.

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<td>1</td>
<td>Name in Full (Block Letters)</td>
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<td>Educational Qualification</td>
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<td>3</td>
<td>Date of Birth</td>
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<td>Date of Superannuation from Govt. Service</td>
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<td>PPO No.</td>
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<td>6</td>
<td>Complete residential address with phone number/mobile no./e-mail</td>
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<td>7</td>
<td>Office address at the time of retirement</td>
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<td>Brief particulars of experience in Govt. Service.</td>
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<td>Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.</td>
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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 months 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 AM to 5:30 PM 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.
7. **Tax deduction at Source**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

8. **Confidentiality of data and documents**

The Intellectual Property Right (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office. Consultants would be subject to the provisions of Indian Official Secrets Act, 1923 not only during the assignment but thereafter also.

9. **Conflict of interest**

The Consultant appointed by this office, shall in no case represent, give opinion or advice to others in any matter which is adverse to the interest of this office.

10. **Termination of service**

The engagement may be terminated at any time by the office without giving any prior notice.

11. **Guidelines for the submission of the application**

The duly completed application in prescribed Performa should be submitted so as to reach the office within 07 days of publication of the advertisement in the Newspaper or by 09.03.2015. Any application received after 09.03.2015 will not be entertained. The application should be submitted with the following documents:-

   a) Copy of retirement Notification/Order.
   b) Copy of PPO.
   c) Certificate in support of educational qualification.

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Eligibility Criteria

The Consultant proposed for engagement shall be well acquainted with the functioning of Central Government Ministries/ Departments. Persons retired only from the post of Section Officer/ Assistant from Central Government Ministries/ Departments need to apply.

1. **Age Limit**

Retired Government officers, who **have not** attained the age of **65 years** on last date of receipt of the application can apply.

2. **Experience**

Must have retired from Central Government service at the level of Section Officer/ Assistant.

3. **Communication and Drafting skill**

Candidate should possess good communication and drafting skills.

4. **Computer proficiency**

Must be able to work in MS Office.
Terms of reference for engagement of Consultants in the Main Secretariat/Ministry of Information and Broadcasting

1. **Objective:** To Meet the Staff Requirement of Various Divisions in the Main Secretariat of the Ministry of Information and Broadcasting.

2. **Tasks to be carried out:** The consultants would perform the work given to them by their respective Head of the Division/Supervising Officer.

3. **Schedule for completion of tasks:** Schedule to be decided on case to case basis.

4. **Required outputs:** Successful completion of each task given to the consultant by the respective Head of the Division/Supervising Officer.

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