Subject: Engagement of Consultants for administrative work in EMMC

Electronic Media Monitoring Centre, New Delhi invites applications of retired persons from Central Govt./State Govt./Autonomous Bodies/Public Sector Undertakings for the following category of contractual staff initially for a period of six months:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Level of retired officer</th>
<th>Designation in EMMC</th>
<th>Remuneration</th>
<th>No. of staff to be hired</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Under Secretary of CSS or equivalent grade.</td>
<td>Consultant</td>
<td>Rs. 25,000/- p.m. (maximum consolidated)</td>
<td>01</td>
</tr>
<tr>
<td>2</td>
<td>Section Officer of CSS or equivalent grade.</td>
<td>Junior Consultant</td>
<td>Rs. 25,000/- p.m. (maximum consolidated)</td>
<td>01</td>
</tr>
</tbody>
</table>

2. Experience: Minimum 5 years experience in Administration, Vigilance, Accounts, and Budget etc, conversant with office work in Central Government offices.

3. Engagement of Consultants will be on full time basis.

4. The remuneration offered will commensurate with the qualifications and experience of an individual candidate.

5. Last date of Application: The applications in the prescribed Performa should reach the undersigned on or before 20th May, 2013.

6. Address: The applications in prescribed Performa, in a closed envelope clearly indicating ‘Application for Engagement as Consultant / Jr. Consultant’ may be sent at the following address:

   Assistant Director
   Electronic Media Monitoring Centre
   14-B, I.P Estate Ring Road
   New Delhi 110 002

(Uttam Kumar Biswas)
Assistant Director
PROFORMA

Application for Engagement of Retired Government Servant
as Consultant in Electronic Media Monitoring Centre

1. Name .................................................................

2. Father’s Name .....................................................

3. Date of Birth ......................................................

4. Date of retirement ..............................................

5. Educational and professional qualifications ..............

6. Details of knowledge in Computer ......................

7. Brief particulars of Experience:
   (Equivalent to the post of Under Secretary/ Section Officer)

<table>
<thead>
<tr>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Ministry/ Department</th>
<th>Job Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

8. Residential Address .........................................

9. Telephone ................................................/ Mobile ....................................
   E-mail ................................................

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.

Signature of the Applicant

*Candidate must enclose self-attested copies of education qualification, experience and pension certificate with the application.
Subject: Engagement of Consultants for administrative work in EMMC.

The undersigned is directed to refer to EMMC's ID Note No. A-45011/19/2012- Admin. dated 23.08.2012 and 7.12.2013 on the subject mentioned above and to convey the approval of competent authority to the proposal of EMMC for hiring services of two retired Central Government officers as (i) Consultant and (ii) Jr. Consultant with following details:

<table>
<thead>
<tr>
<th>Post</th>
<th>Level of officer</th>
<th>Experience</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant</td>
<td>Retired officer of Under Secretary of CSS or equivalent grade.</td>
<td>5 years experience in Administration, Vigilance, Accounts, Budget etc., conversant with office work in Central Govt offices.</td>
<td>Under Rs. 35000/- per month.</td>
</tr>
<tr>
<td>Jr. Consultant</td>
<td>Retired officer of Section Officer of CSS or equivalent grade.</td>
<td>5 years experience in Administration, Vigilance, Accounts, Budget etc., conversant with office work in Central Govt offices.</td>
<td>Under Rs. 25000/- per month.</td>
</tr>
</tbody>
</table>

3. The services of retired officers may be hired as Consultant/Jr. Consultant for a period of six months against the vacant contractual posts or till the vacancies of contractual posts are filled, whichever is earlier subject to the condition that EMMC should initiate immediate necessary action to fill up the vacant regular posts of Indian Information Service in EMMC.

4. The expenditure will be borne by EMMC out of their Sanctioned Budget Grant and no extra budgetary support will be made available for these posts.

5. This may be given wide publicity and the circular inviting applications of willing officers may be uploaded in the websites of this Ministry as well as the website of DOPT.

6. This issues in concurrence with IFD vide their Dy. No. 271 Fin. I dated 26.03.2013.

Yours faithfully,

[Signature]

[Stamp]

Under Secretary to the Govt. of India

The Director,
Electronic Media Monitoring Centre,
R&D Building, 14-B, Ring Road,
IP Estate, New Delhi - 110002.