

**Estt-40020/1/2021-Estt-MoMA
Government of India
Ministry of Minority Affairs**

Pt. Deendayal Antodaya Bhawan,
CGO Complex, New Delhi
Dated: 03.03.2022

OFFICE MEMORANDUM

**Subject: Engagement of Retired Central Government Officers as Consultants
(Retired Deputy Secretary/Under Secretary) purely on contractual basis.**

Ministry of Minority Affairs proposes to engage 02 (two) retired Central Government officers for Administrative work and Budget and Finance related work in the Ministry of Minority affairs, purely on contractual basis, as per the circular attached herewith.

2. DOPT is requested publish this circular on its official website for wider circulation.

Enclosure: As above.



(Kumar Nityanand)
Under Secretary to the Govt. of India
Tel.No. 011-24302540

To,

Department of Personnel & Training
Under Secretary, CS-1 (Coord) division
2nd floor, Lok Nayak Bhawan, Khan Market,
New Delhi - 11000

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VACANCY CIRCULAR

Subject: Engagement of 02 (two) retired Central Government officers for Administrative work in the Ministry of Minority affairs, purely on contractual basis.

The Ministry of Minority Affairs invites applications from retired Government servants of the rank of US/DS or equivalent, retired from any Central Government offices/Attached Subordinate Offices/Autonomous Bodies having considerable experience in functioning of Central Government Ministries/Departments for engagement as Consultants in the Internal Finance Division / Administration Division on contract basis. The total number of posts is TWO, one each in IFD and Admin.

2. Brief description of posts/qualification/experience/work is as under:-

S. No	Posts	Essential qualification	Preferred Experience
1.	Consultant – Admin (Retired Govt. employee)	Retired officer/Official of Central Government in the level of Under Secretary to Deputy Secretary	<ul style="list-style-type: none">• Minimum 3 years Experience in General Administration work / Estt matters,• Experience of dealing with Court Cases, Parliament matters, Vigilance, RTI etc.• Knowledge of e-office, MS-Word, Excel, PowerPoint etc.
2.	Consultant – Budget division (Retired Govt. employee)	Retired officer/Official of Central Government in the level of Under Secretary/Deputy Secretary.	<ul style="list-style-type: none"><input type="checkbox"/> Minimum 2-3 years experience of handling budget and accounts matters in Ministries/Departments of Govt of India.<input type="checkbox"/> Must have considerable knowledge of GFR<input type="checkbox"/> Familiar with process of budget formulation including submission of statement of Budget Estimates and Supplementary Demands for Grants, uploading of data on UBIS portal (Union Budget Information System), Processing of proposals for re-appropriation of funds, opening of Head of accounts, preparation of Detailed Demands for Grants and

			<p>Output Outcome Monitoring Framework including laying of the same in Lok Sabha, Surrender of Funds, Reconciliation of Expenditure and Vetting of Appropriation Accounts.</p> <p><input type="checkbox"/> Matters relating to Audit/Audit Reports including submission of Action Taken Note on Audit paras included in the C&AG Report and submission of explanatory saving note for uploading on Audit Para Monitoring system.</p> <p><input type="checkbox"/> Matters related to Parliamentary Standing Committee including preparation of Background Note and Action Taken Replies on the recommendations of the Committee.</p> <p><input type="checkbox"/> Updation of data regarding autonomous bodies on the portal of Ministry of Finance, Management of data on PFMS, Monitoring of expenditure in respect of all schemes including NE region, submission of replies to RTI applications etc.</p> <p><input type="checkbox"/> Experience in handling computer applications like MS word, MS Excel etc</p>
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3. Terms and Conditions:

- i. Engagement shall initially be for a period of one year or till regular incumbent is becomes available, whichever is earlier.
- ii. Extension of engagement if any shall be at sole discretion of the Ministry.
- iii. Engagement may be terminated at any time by the competent authority without assigning any reason and without any notice. However, Consultant will have to give 30 days advance notice or remuneration in lieu thereof before resigning from the engagement.
- iv. The consultant will not be entitled to absorption to the post held by him or any other benefits applicable to the regular employees.
- v. They will be governed by the Official Secrets Act, 1 923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement as 'Consultant' in the Ministry. All such documents will be the property of the Government.
- vi. The consultants so appointed shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department nor will they indulge in any activity outside the terms of the contractual assignments.
- vii. **Drawal of pension:** The Consultant (Retired Government/PSU Employees) will continue to draw pension and dearness relief thereon during the period of his

engagement as Consultant in this Ministry. His/Her engagement as Consultant will not be considered a case of re-employment.

- viii. **Age Limit:** The applicant should not be older than 64 years of age as on 1st of April 2022.
- ix. Working hours shall be from 9:00 am to 05:30 pm. However, in exigencies of work he/she may be required to sit late and may be called on Saturday/Sunday and other gazette holidays.
4. Monthly emoluments/remuneration payable shall be equivalent to the last pay drawn minus the amount of pension being drawn by the selected person plus DA. The emoluments and pension drawn should not exceed the last pay drawn by the selected person.
5. The selected person shall also be eligible for transport allowance for the purpose of commuting between the residence and place of work not exceeding the rate drawn by him at the time of retirement. However, Dearness Allowance shall not be admissible thereon.
6. Consultants shall not be entitled to any kind of allowance or accommodation facility. However, should they require to travel inside the country in connection with the official work of the Ministry, TA/DA as admissible to a regular employee of the same grade he/she retired from will be paid to him/her after obtaining approval of the competent authority.
7. Consultants shall be eligible for 1.5 days for each completed month of service. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultants. Un-availed leave shall neither be carried forward to next year nor encashed.
8. TDS as admissible shall be deducted from the monthly remuneration of Consultants. A TDS certificate shall be issued by the concerned DDO on demand.
9. Interested eligible retired Central Government officers may submit their applications in the enclosed proforma alongwith a copy of PPO to the Under Secretary(Admin). Room No. 1141, 11th Floor, Pt. Deendayal Antyodaya Bhavan, CGO Complex, Lodhi Road, New Delhi-110003 latest by 15th March 2022. The applications can also be sent by email at the address given below. Incomplete applications or applications received after the due date will not be considered.
10. This may be given wide publicity among staff/Attached/Subordinate Offices etc.



(Kumar Nityanand)
Under Secretary to the Govt. of India
Tel.No. 011-24302540

PROFORMA

**Engagement as Retired Consultant in
Ministry of Minority Affairs, Pt. Deendayal
Antodaya Bhawan, Lodhi Road, New Delhi**

1. Name
2. Date of Birth
3. Contact Number (Mobile)
4. Address of Communication
5. Post from which retired
6. Date of joining in Government Service
7. Date of Retirement
8. Name of Ministry/Department from which retired
9. Last Pay Drawn
(Whether copy of PPO enclosed)
10. Educational Qualifications
11. Details of knowledge in computer
12. Brief particulars of experience

Post	From	To	Ministry	Subjects Handled

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)