

No. A- 12034/1/2020-E-I
Government of India
Ministry of Road Transport and Highways

Transport Bhawan,
1, Parliament Street, New Delhi-110001.

Dated: 25th November, 2021

CIRCULAR

Subject: Engagement of 08(Eight) retired Central Government officers for Secretarial work (Non-Technical) as Consultant (Section Officer) in the Ministry of Road Transport and Highways, purely on contractual basis, regarding -

It is proposed to engage 08 (eight) retired Central Government Officers to work as Consultant (Section Officer) on full time basis in the Ministry of Road Transport and Highways, purely on contractual basis.

2. The eligibility criteria, terms and conditions and remuneration are as follows:

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| i | Number of consultants to be engaged | 8 (eight) |
| ii | Eligibility condition | Officers retired as SO/US in pay Level-10/Level-11 from any Central Government Department. However, preference will be given to the retired officers belonging to Central Secretariat Service. |
| ii | Scope of work | Administrative matters framing of Recruitment Rules, General Administration matters, Vigilance matters, Cash matters, Financial matters, Parliamentary matters, Budget matter, Court cases etc. |
| iii | Period of engagement | The initial engagement as Consultant shall be for the period of one year. which may be extended, based on requirement of the Division, performance and health of Consultant(s) concerned. |
| iv | Job location | Ministry of Road Transport and Highways, Transport Bhawan, 1, Parliament Street, New Delhi-110001 |
| v | Age eligibility | The maximum age limit for Consultants will be 63 years on the closing date of receipt of applications. |
| vi | Remuneration | i. Last pay drawn minus pension plus Transport Allowance ii. Fixed remuneration iii. Fixed amount of transport allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable at the time of their retirement. However, retired employees engaged as |

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| | | <p>consultation may be allowed TA/DA on official tour, if any, as per their entitlement at the time of their retirement.</p> <p>iv. No Dearness allowance</p> <p>v. No HRA, Provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits as available to the regular Government Servant.</p> |
| vii | Leave | <p>1.5 days of paid leave for each completed month of service. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken. Accumulation of leave beyond a calendar year is not allowed.</p> |
| viii | Working hours | <p>i. Working hours shall be from 9.00 am to 5.30 pm (Monday to Friday). No extra compensation will be paid apart from consolidated remuneration admissible even if a person attends office on holidays and work beyond normal office hours.</p> <p>ii. Will be required to work from Home in any condition of lockdown/Govt. Instructions</p> |
| ix | Working experience | <p>i. Must be well acquainted with the functioning of Government/Ministries/Departments</p> <p>ii. Should be well aware of various rules/regulations of Government of India, capable to handle administrative matters framing of Recruitment Rules, General Administration matters, Vigilance matters, Cash matters, Financial matters, Parliamentary matters, Budget matter etc.</p> <p>iii. The Consultant (Section officer) shall be required to independently handle Noting, Drafting, Examination of case, Tender related work, GEM/PFMS related works etc.</p> <p>iv. Must have very good working knowledge of computer (MS Office/E-Office/Internet/E-mail).</p> |
| x | General Terms & Conditions | <p>i. Eligible retired officers should be in good health</p> <p>ii. The Consultant should maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination</p> |

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| | | of contract, failing which the consultant will be liable for suitable action. For this, he/she is required to give a non-disclosure undertaking. iii. The consultant shall have to perform duties/services as assigned to him/her by his/her controlling officer with all necessary skills, diligence, efficiency and economy. iv. The Consultant shall not be entitled to any TA/DA for joining the appointment. v. Engagement may be terminated at any time by the competent authority without assigning any reason or notice. |
| xi | Last date for receipt of application | 15 th Dec. 2021 |

3. The persons who fulfill the eligibility criteria as mentioned above and willing to work as consultant (Section Officer) on the terms and conditions mentioned above, must submit their application, in the prescribed format enclosed as Annexure-I, to reach physically on or before 15.12.2021 by 5.00 p.m. to:

The Under Secretary (Establishment-I&I(B))
Ministry of Road Transport & Highways,
Room No. 430, Transport Bhawan,
1, Parliament Street, New Delhi-110001.

Further, for selection purpose, decision of the Selection Committee will be final and binding on all candidates. Application received with incomplete information or received beyond the closing date/time will not be considered and summarily rejected without any further communication.

4. The Ministries/Departments may also give wide publicity of this Circular among their staff/ Attached/Subordinate Offices etc.

Rajesh Malik
25/11/2021

(Rajesh Malik)

Under Secretary to the Government of India

To

1. NIC for uploading on e-office portal as well as this Ministry's website.
2. Department of Personnel and Training (Shri Zachariah Thomas, Under Secretary, CS-I (Coord) Division), Lok Nayak Bhawan, Khan Market, New Delhi-110003 for uploading on its website for wide publicity. (email: zachariahthomas.edu@nic.in)

AnnexureApplication Format for Engagement of Consultant in Ministry of Road Transport and Highways, New Delhi

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|-----|---|------------------------|----------------|---------|
| 1. | Name | | Photograph | |
| 2. | Father's Name /Husband's Name | | | |
| 3. | Date of Birth | | | |
| 4. | Nationality | | | |
| 5. | E-mail id with Telephone/Mobile No. | | | |
| 6. | Date of Retirement and the post from which retired (enclose copy of retirement order) | | | |
| 7. | PPO Number (enclose copy) | | | |
| 8. | Name of Ministry/Department from which retired | | | |
| 9. | Address for communication | | | |
| 10. | Educational Qualification | | | |
| 11. | Details of Experience (Add a separate Sheet if required) | | | |
| | Organization/ Institute | Period From To | Nature of Work | Remarks |
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Declaration

I, _____, do hereby declare that particulars furnished above are true and correct to the best of my knowledge. I understand and agree that in the event of any information being false/ incorrect/ incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of Ministry of Road Transport & Highways in this regard. All the terms and conditions of engagement as mentioned in the circular are acceptable to me.

Signature

Place:

Date:

Full Name of the applicant