

**F. No. A- 12037/01/2021-E-I**  
Government of India  
Ministry of Road Transport & Highways  
(Establishment-I Section)  
Transport Bhavan, 1, Parliament Street, New Delhi-110001.

Dated, the 8<sup>th</sup> February, 2024

**CIRCULAR**

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

It is proposed to engage 08 (eight) retired Central Government Officers to work as Consultant (Assistant 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:

i	Number of consultants to be engaged	8 (eight)
ii	Eligibility condition	Officers retired from any Central Government Ministries/ Department as Section Officer (Gr.'B' Gazetted) belonging to Central Secretariat Service in pay Level-08 to Level-10.
ii	Scope of work	Policy Matters, Administrative matters, Framing of Recruitment Rules, General Administration matters, Vigilance matters, Financial matters, Parliamentary matters, Budget matter, Court cases etc.
lii	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 Ministry, performance and health of Consultant(s) concerned.
iv	Job location	Ministry of Road Transport and Highways, New Delhi
v	Age eligibility	The maximum age limit for Consultants will be 62 years on the closing date of receipt of applications.
vi	Remuneration	<ul style="list-style-type: none"><li>i. A fixed monthly amount as consultancy fees shall be admissible arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract.</li><li>ii. Tax Deduction at Source (TDS), as admissible, shall be deducted from the monthly remuneration of the consultant.</li></ul>

		<p>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 Consultant 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, HRA, Provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits as available to the regular Central Government officer.</p>
vii	Leave	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.
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 policy matters, 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 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	i. Eligible retired officers should be in good health

		ii. The Consultant should maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination 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	29 <sup>th</sup> Feb, 2024

3. The persons who fulfill the eligibility criteria as mentioned above and willing to work as consultant on the terms and conditions mentioned above, must submit their application, in the prescribed format enclosed as Annexure-I, to reach on or before 29.02.2024 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.

4. Application received with incomplete information or received beyond the closing date/time will not be considered and summarily rejected without any further communication.

5. For selection purpose, decision of the Selection Committee will be final and binding on all candidates.

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

*Shashi* 08/02/24

(Shashi Bhushan)

Under Secretary to the Government of India

शशि भूषण/SHASHI BHUSHAN  
 अवर सचिव/Under Secretary  
 सड़क परिवहन एवं राजमार्ग मंत्रालय  
 Ministry of Road Transport & Highways  
 भारत सरकार/Govt. of India  
 नई दिल्ली/New Delhi-110001

To

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

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

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 (Enclosed 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)				
12.	Organisation/Institute	<div>Period</div> <div>From      To</div>		Nature of Work	Remarks
13.	Details of Training undergone				

**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