

No.11013/5/2012-Admn.I
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Pension & Pensioners Welfare
Lok Nayak Bhawan, Khan Market, New Delhi-110003.

Dated, the 1st November, 2012.

CIRCULAR

Subject: Engagement of one Consultant in the Department of Pension and Pensioners' Welfare.

The Department of Pension & Pensioners' Welfare intends to engage one Consultant in the Department of Pension & Pensioners' Welfare. The interested persons who possess the following eligibility criteria are eligible to be considered for aforesaid engagement:

- (i) The person must possess Degree of a recognized University;
- (ii) Retired Central Government Section Officer with sufficient experience in Administrative & Accounts work;
- (iii) The upper age limit is 65 years as on the last date of submission of application for the post.

4. The engagement shall be on initially for a period of six months, which may be extended subject to the approval of the competent authority, on the following terms conditions:

- (i) Working hours would be normally from 9.00 am to 5.30 pm during working days including half an hour lunch break in between. However, in exigencies of work, he may be required to sit late and he may be called on Sunday and other gazette holiday, if required.
- (ii) Consultant shall be eligible for 6 days leave in a calendar year on pro-rata basis. However, un-availed leave in a calendar year cannot be carried forward to the next calendar year.
- (iii) The Consultant would report to concerned Director/DS;
- (iv) The consultancy fee would be last pay drawn minus pension subject to the ceiling of Rs.25000/- per month;
- (iv) Implementation of e-office which include digitization of records, submission of files through electronic mode; and
- (v) Any other work to be assigned by the Department.

4. The engagement may be terminated at any time by the Government without assigning any reason by giving a notice of fifteen days. The application received after 16th November, 2012 shall be summarily rejected without giving any notice.

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5. The persons who fulfill the eligibility criteria and are willing to offer their services for the aforesaid job may submit the applications in the prescribed proforma (enclosed herewith) to the undersigned, Department of Pension and Pensioners' Welfare, Ministry of Personnel, P.G. and Pensions, Lok Nayak Bhawan, (3rd floor), Khan Market, New Delhi latest by **16th November, 2012**.

Encl: as above.


(SUJASHA CHOUDHURY)
Deputy Secretary / H.O.D.
Tel: 011-24635979

Copy to:

- (i) Sr. PPS to Secretary (Pension, AR&PG), Sardar Patel Bhawan, 5th floor, Sardar Patel Bhawan, New Delhi.
- (ii) Technical Director (NIC), Lok Nayak Bhawan for uploading the circular on the website of the Department of Pension and Pensioners' Welfare.
- (iv) Copy also forwarded for information to AS & FA (Home) w.r.t. the Dy. No.CF154008 dated 15/10/2012.

PROFORMA

APPLICATION FOR ENGAGEMENT OF CONSULTANT IN THE DEPARTMENT OF PENSION AND PENSIONERS' WELFARE, MINISTRY PERSONNEL, P.G. AND PENSIONS.

1.	Name in full (Block letters)	
2.	Date of Birth (In Christian era)	
3.	Date of superannuation from Govt. service	
4.	P.P.O. No.	
5.	Educational Qualifications	
6.	Complete Residential Address and Office Address	
7.	Telephone & Mobile Nos.	
8.	E-mail ID	
9.	Additional relevant information, if any, in support of your suitability for the said engagement. Attach a separate sheet, if necessary.	

Signature

Place :

Date: