

26020/28/2019-Admn.I
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Pension & pensioners' Welfare

3rd Floor, Lok Nayak Bhawan
Khan Market, New Delhi
Date the 3rd May, 2021

CIRCULAR

Sub: Inviting applications from the retired personnel (DS/US level) of Central Govt. services/PSUs for rendering their services as Consultants on monthly basis in Department of Pension & Pensioners' Welfare- regarding.

It is proposed to engage retired personnel (DS/US level) of Central Govt. Service/PSU/Bank to render their services as Consultants in DoPPW initially for one year for running pensioners' Portal under Scheme as per details given below:

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| 1 | Name of the Post | Consultants - Retired Personnel (DS/US Level) from Central Government/PSU/Bank |
| 2 | Total vacancies | 04 |
| 3 | Period of engagement | One Year |
| 4 | Job Location | Lok Nayak Bhawan & Janpath Bhawan, New Delhi |
| 5 | Eligibility Criterion | Officers retired in the pay Level-11 & 12 from Central Govt. Depts./PSU/Bank as Under Secretary/Deputy Secretary and equivalent with minimum 3 year experience in Pension/General administration. |
| 6 | Age Eligibility | Should be less than 65 years as on 31.05.2022. |
| 7 | Scope of Work | <ol style="list-style-type: none">1. Coordination with Pensioners Associations and Organization of workshop events for pensioners.2. Liaison and coordination with Head of offices, Bank CPPCs and PAOs for digitizing the pension process and e-PPO3. Organization of workshop events such as Pre-Retirement Counselling and on "Bhavishya" portal for Central Government employees especially for Para Military Forces.4. To prepare the awareness campaign through electronic & print media and coordination with different agencies |

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| 8 | Remuneration | Last pay drawn minus pension plus TA. <ul style="list-style-type: none"> • Fixed remuneration. • Fixed amount of Transport Allowance for the purpose of commuting between the residence and the place or work shall be allowed not exceeding the rate applicable at the time of retirement. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement. • No Dearness Allowance. • No HRA. |
| 9 | Leave | 1.5 paid leave for every month |
| 10 | Working Hours | <ul style="list-style-type: none"> • Normal Office timings from 9:00 AM to 5.30 PM. • May also have to devote more time than usual to meet the exigencies of work, if required. |
| 11 | Terms of Engagement | The engagement will be on hire & fire basis which is purely dependent on their work performance. |
| 12 | How to apply | The applications in the prescribed format (complete in all respects) along with the requisite documents i.e. copy of PPO, Last Pay Certificate & Bank Details, Aadhaar Card & PAN Card to the following address: The Under Secretary (Admn.) DOPPW, Pension Hall, 3 rd Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003 or email on ashok.ks72@gov.in |
| 13 | Last date for receipt of application | 15 days from the date of issue of this Circular. |



(Ashok Kumar Singh)
Under Secretary to the Govt. of India
Telph:24644631

Proforma for inviting applications from retired Personnel (DS/US Level)

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| 1 | Name of the retired personnel | |
| 2 | Last Designation held | |
| 3 | Name of the Department from where retired | |
| 4 | Date of retirement | |
| 5 | PPO No. | |
| 6 | Last Pay Drawn & Level | |
| 7 | Monthly Pension sanctioned | |
| 8 | Present Address | |
| 9 | Bank Account Details Name of Bank: Branch: Account no.: IFSC Code: | |
| 10 | Contact no. | |
| 11 | Email id | |
| 12 | PAN No. | |
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Documents required:

- I. PAN card
- II. Aadhaar Card
- III. PPO
- IV. Bank Details