

**No. 26020/28/2019-Admin.I-Part (1)-6863**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Pension & pensioners' Welfare**

**3<sup>rd</sup> Floor, Lok Nayak Bhawan**  
**Khan Market, New Delhi**  
**Date: 21<sup>st</sup> August, 2023**

**CIRCULAR**

**Subject: Inviting applications from retired Central Government Employees (DS/US level of Central Govt. Ministries/PSUs/Public Sector Banks under DFS/CAPFs under MHA) 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/Public Sector Banks/CAPFs to render their services as Consultants in DoP&PW initially for one year for running pensioners' Portal under Scheme as per details given below:

1	<b>Name of the Post</b>	<b>Central Government Employees (DS/US level of Central Govt. Ministries/PSUs/Public Sector Banks under DFS/CAPFs under MHA)</b>
2	Total vacancies	03
3	Period of engagement	One Year
4	Job Location	Lok Nayak Bhawan & Janpath Bhawan, New Delhi.
5	Eligibility Criterion	i. Officers retired in the pay Level- 11 & 12 from Central Govt. Ministries/CAPFs under MHA, autonomous bodies having CDA payscale as per 7 <sup>th</sup> CPC as Deputy Secretary/Under Secretary and equivalent  OR  ii. Officers retired from PSUs/Public Sector Banks in equivalent level/pay scales.  The candidate should preferably have 3 year experience in Pension matters/General Administration/Personnel/PROs.
6	Age Eligibility	Should be less than 63 years as on 31.08.2023.
7	Scope of Work	1. Bankers awareness programme 2. DLC campaigns in different cities 3. Integration of Pensioners' Portal and subsequent up

		<p>keeping of the portal</p> <ol style="list-style-type: none"> <li>4. Pensioners' Awareness programmes and Outstation visits for arranging training/awareness/DLC programs.</li> <li>5. Pensioners' Portal scheme &amp; all related matters.</li> <li>6. Post retirement engagement for pensioners under Sankalp.</li> <li>7. Organizing Department's programmes (Pre-retirement Counseling Workshop, Training of Trainers Programmes and Training in Pension Rules of Dealing Staff/Officials of Ministries/Departments).</li> <li>8. Integration of Railway Pension Rules with CCS Pension Rules 2021/Commutation Rules/EOP Rules.</li> <li>9. Ease of LC for Pensioners settled abroad.</li> <li>10. Coordination with CAPFs and holding outstation Awareness programs on retirement dues, Newly formulated NPS Rules etc. for the forces in remote areas; Monitoring of the Sambhal Scheme for families of martyred soldiers/officials. .</li> <li>11. Handling of various Social Media Platforms viz. Facebook, Twitter etc., dealing with Press etc.</li> <li>12. Compilation of rule based clarifications/advisories issued by this department to various Ministries/Departments.</li> <li>13. Coordination with Banks for Video KYC method of DLC and Coordination with IPPB (D/o Posts) for Iris enabled DLC technology.</li> <li>14. Preparing press releases / notes, keeping track of press coverage (print and electronic), organizing press conference / interaction with the Media.</li> </ol>
8	Remuneration	<ul style="list-style-type: none"> <li>• For retired personnel {DS/US level} of Central Govt. Service/autonomous bodies having central DA pay scale as per Department of Expenditure (DoE)'s OM dated 09.12.2020.</li> </ul> <p>Last pay drawn minus pension plus TA.</p> <ul style="list-style-type: none"> <li>• For retired employees of PSUs/Public Sector Banks/ autonomous bodies not having central DA payscale.</li> </ul> <p>To arrive at the remuneration, based on the post held by the candidate at the time of retirement, the equivalent level of the post in Central Government at which the</p>

		<p>retired PSU employee is proposed to be appointed on contract basis should be ascertained.</p> <p><b>For the DS level the Fixed remuneration will be Rs 45,400 and For US level it will be Rs. 39025.</b></p> <ul style="list-style-type: none"> <li>• The remuneration shall remain fixed during the tenure of consultancy.</li> <li>• 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 retirement. However, retired employees engaged as consultants shall be allowed TA/DA/mode of travel entitlement on official tour, if any, as per their entitlement at the time of retirement. The Transport allowance and TA/DA of candidates from PSUs/Public Sector Banks etc. will be allowed as per the equivalent post in central government as determined above.</li> <li>• No Dearness Allowance shall be payable.</li> <li>• No HRA shall be payable.</li> </ul>
9	Leave	1.5 paid leave for every month
10	Working Hours	<ul style="list-style-type: none"> <li>• Normal Office timings from 9:00 AM to 5.30 PM.</li> <li>• May also have to devote more time than usual to meet the exigencies of work, if required.</li> </ul>
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.I), DOPPW, 3 <sup>rd</sup> Floor, Lok Nayak Bhawan, Khan Market, NewDelhi-110003 or by email at <a href="mailto:rajesh.kr73@nic.in">rajesh.kr73@nic.in</a>
13	Last date for receipt of application	15 days from the date of issue of this Circular.

*Rajesh Kumar*  
(Rajesh Kumar)

Under Secretary to the Govt .of India  
Tele:-24644631

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

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.	

Documents required:

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