F. No. 13/1/2018-Admin(Part)
Government of India
Ministry of Finance
Department of Investment and Public Asset Management
***

R. No. 221, Block No. 11 & 14
CGO Complex, Lodhi Road
New Delhi- 110003
Dated: the 23 March, 2023

CIRCULAR

Subject: Engagement of retired Government employees as Consultant in Administration/General Administration Section in the Department of Investment and Public Asset Management- reg.

The Department of Investment and Public Asset Management, Ministry of Finance, invites applications for engagement of One (01) retired Government employee as Consultant in Administration/General Administration Section. Interested and eligible retired Government servants from Central Government/State Government/Autonomous Bodies, who fulfill the following criteria, may apply:

a. Must have retired from Central Government Ministries/Departments.
b. Must have retired as Assistant Section Officer or above and well acquainted with functioning of Government Ministries/Departments.:
c. Should have good communication and interpersonal skills and excellent knowledge of Computer usage.
d. Must have experience regarding the work related to protocol including pursuing the Political Clearance i.e. matters related to MEA, Visa Note and obtaining the Diplomatic /official passport and obtaining the VISA etc. and other administrative works of this Department.
e. Work profile and responsibility would be similar to posts in the Central Government.

2. General Terms and Conditions of Engagement:

2.1 Age Limit: The candidate should be less than 64 years of age as on the last date of application. The maximum age limit for engagement is 65 years.

2.2 Period of engagement & Extension:

a. Engagement shall initially be for a period of one year or until regular incumbents are available, whichever is earlier. After the expiry of initial term, engagement may be extended, based on requirement and performance of the Consultant with the concurrence of IFD and approval of Secretary. Extension of engagement, if any, shall be at the sole discretion of competent authority.
b. The engagement of the consultant shall not be extended beyond 5 years after superannuation or beyond 65 years of age whichever is earlier.

2.3 Working Hours:

a. Working hours shall be from 9.00 a.m. to 5.30 p.m. during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to sit late and may be called on Saturdays/Sundays and other Gazetted Holidays.
b. Consultant will be required to mark his/her attendance in Biometric Attendance System (BAS). Monthly remuneration will be calculated on the basis of BAS report and other conditions.

2.4 Work Profile:

a. Work profile and responsibilities will be similar to those of equivalent posts in Central Government Ministries/Departments.
b. Consultant will be responsible for equipment and other items issued for discharging official duty.
c. Diary and Dispatch work in R&I section.
d. Issuance of MHA passes, co-ordination at airport for handling visits of senior officers.
e. Independence/Republic Day passes and other related passes.
f. Work related to **protocol** including pursuing the Political Clearance i.e. matters related to MEA, Visa Note and obtaining the Diplomatic /official passport and obtaining the VISA etc.
g. Other administrative works of this Department.

2.5 Remuneration:

a. A fixed monthly amount as consultancy fee 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.
b. Tax Deduction at Source (TDS), as admissible, shall be deducted from the monthly remuneration of the consultant.
c. Consultant will not be entitled for annual increment/percentage increase of consultancy fee/conveyance during the period of engagement.

2.6 Allowances:

a. A fixed amount as Local Conveyance for the purpose of commuting between residence and place of work shall be allowed at the rate applicable at the time of retirement which shall remain unchanged during the term of engagement.
b. TA/DA on official tour, if any, shall be admissible as per entitlement at the time of retirement.
c. Consultant are not entitled for any other kind of allowance such as Dearness Allowance, residential telephone, CGHS, Medical Reimbursement, etc.

2.7 Leave

a. Consultant will be entitled for paid leave of absence at the rate of 1.5 days for each completed calendar month of engagement calculated on pro rata basis.
b. No remuneration for the period of absence in excess of the admissible leave will be paid to the Consultant. Un-availed leave cannot be carried forward or en-cashed on extension of tenure or on termination of engagement.

2.8 Confidentiality and Integrity:

a. Intellectual Property Rights (IPR) of all information/data collected as well as deliverables produced for the Department shall remain with the Department.
b. Consultant shall not, directly or indirectly, communicate or reveal to any person or persons any matter collected for the purpose of his/her assignment or during the course of his/her assignment, without the express written consent of the office.
c. Consultant shall not represent or give opinion or advice in any matter which is adverse to the interest of this Office. He/She is not permitted to take up any other assignment during his period of engagement.

2.9 Termination of Engagement:

a. The engagement of Consultant is purely on temporary basis and he/she will not be entitled for any benefit/compensation/absorption /regularization of service in the Department.
b. The Department may terminate the engagement of Consultant(s) on the following conditions:
c. The Consultant is unable to address the assigned work.
d. T he Quality of work is not to the satisfaction of the Department.
e. The Consultant fails in timely achievement of the milestones as decided by the Department.
f. The Consultant is found lacking in honesty and integrity.
g. Regular incumbents are available for the post against which the Consultant has been engaged.
h. The Consultant (s) will give one month notice for leaving the services of the Department. Engagement may be terminated at any time by the Department, in public interest, without assigning any reason and without any prior notice.
i. The Consultant (s) shall handover their identity/Pass and all office equipments etc. if any, to the Department and submit a No Demand Certificate before the final payment is release by the Department.

3. Other Condition:

a. Department of Investment and Public Asset Management shall not be responsible for any loss, accident, damage, or any injury suffered by the individual arising out of execution of his/her official duty.
b. The Department has the right to cancel the advertisement, and not go for engagement of Consultant, at any stage. It may accept or reject any or all application, without giving any reason thereof, whatsoever.
c. The Department has the right to review these guidelines as and when the circumstances warrant, with the approval of Secretary (DIPAM).

4. <u>SUBMISSION OF APPLICATION:</u>

The duly completed application in the prescribed proforma in Annexure –I should be sent by email to **onkar.singh82@gov.in** as well as through registered post to the undersigned to R. No. 424-A, Block No. 11, CGO Complex, Lodhi Road, New Delhi on or before 12.04.2023 with the subject: **"Application for the consultant"**.

23.03.2023

(Onkar Singh)
Under Secretary to the Government of India
Tel: 2436 3058
Email: onkar.singh82@gov.in

Copy to:

1. The Under Secretary, CS-I Division, DoPT, Lok Nayak Bhawan, Khan Market, New Delhi – 03 (with a request to upload on DoPT website for wide publicity)
2. NIC, DIPAM - with request to upload the circular in the Department's website.
3. SO (Admn), DIPAM
4. Guard file.

ANNEXURE-I

Application for Consultant in Administration/General Administration Section in Department of Investment and Public Asset Management (DIPAM), Ministry of Finance, New Delhi.

Affix Recent Passport size photograph.

To,
The Under Secretary (Admn)
DIPAM, M/o Finance

Sir,

Please accept my application for engagement as Consultant in Administration/General Administration Section in Department of Investment and Public Asset Management (DIPAM), Ministry of Finance, in pursuance of circular no. 13/1/2018-Admin dated February,2023. My details are given below:

Curriculum Viate

S.No.	Particulars	To be filled by the applicant
1.	Name (in BLOCK letters)	
2.	Father's/Husband's Name	
3.	Date of Birth	
4.	Telephone/Mobile Number	
5.	E-mail address	
6.	Address for communication	
7.	Permanent Address	
8.	Present Age (yy/mm)	
9.	Date of Retirement	
10.	Post from which retired	
11.	Name of the Ministry/ Department from where retired	
12.	Last pay Drawn (Basic+GP or Level/Index) (LPC may be enclosed)	
13.	Education/Technical Qualification	
14.	Nature of duties attended while in service*	
15.	Computer Knowledge	Word/Excel/PowerPoint
16.	Have you worked as Consultant or presently working as consultant? If yes, details of Office and remuneration etc.*	

*Attach additional sheet if required.

I hereby certify that the information furnished above are true to the best of my knowledge and if any information is found to be incorrect/incomplete, my candidature is liable to be rejected. I have read the circular and am ready to accept the terms and conditions of engagement.

Place:
Date:

(Signature)