F. No. 7/1/2016-Admn. (Pt.II)
Government of India
Ministry of Finance
Department of Investment and Public Asset Management

Block 11& 14 CGO Complex,
Lodhi Road, New Delhi 110003
Dated: 22nd February, 2024

CIRCULAR

Subject: Engagement of Three (3) retired ASO/SO as consultants in DIPAM.

The Department of Investment and Public Asset Management invites applications of engagement of three (3) consultant from retired Government Servant's (Assistant Section Officer/Section Officer) purely on contract basis. The details regarding eligibility criteria, terms of reference etc. are as under:

Name of Post	No. of Posts	Qualifications	Experience
Consultant (SO/ASO Level)	3	Should have retired from the post of Section Officer/Assistant Section Officer of CSS/Non- CSS cadre **Desirable** Graduation in any discipline from a recognized university	Experience in Establishment, General Administration, Budget, Cash & Accounts, Parliament Protocol, RTI and other activities of Central Ministries/Departments Knowledge of e-office, knowledge of noting drafting, PFMS, Taxation, GeM Portal.

2. The terms and conditions of engagement of these Consultants would be guided by the O.M. No. 3-25/2020-E-II A dated 09.12.2020 of Department of Expenditure.

3. The appointment will be purely on contract basis and initially for a period of one year. The terms of appointment may be extended Subject to essential review.

4. Retired officers who are eligible and willing to accept the terms and conditions at Annexure I may send application by mail/post/physically with duly filled Biodata (Annexure II) along with a copy of the PPO/Pensioners card to the undersigned within 10 days from the date of advertisement. Shortlisted candidates will be required to attend an interview as and when informed.

The applications to be forwarded to:

Shri. Onkar Singh, Under Secretary, Room No. 423, Block 11 & 14 CGO Complex Lodhi Road, New Delhi 110003 Email onkar.singh82@gov.in.

22-02-2024

(Onkar Singh)
Under Secretary to the Government of India
Tele No. 011 2436 3058

General Terms and Conditions

Annexure-I

1. The contractual appointment will be purely on contract basis and will be in DIPAM. He/ She would be reporting to an SO level officer as per the directions of the competent authority.
2. The consultants should preferable be a resident of Delhi/NCR only.
3. The monthly remuneration payable will be fixed as per formula of "Last Pay-minus-Pension" excluding Dearness Allowance. The amount of remuneration shall remain unchanged for the entire term of the contract. There will be no annual increment/percentage increase during the contact period.
4. The income tax and any other tax liable to be deducted, as per prevailing rates, will be deducted at source before effecting the payment of remuneration.
5. An appropriate and fixed amount as Transport Allowance for the purpose of commuting between residence and place of work shall be allowed not exceeding the rate applicable to him at the time of retirement. The amount so fixed shall email unchanged during the term of appointment. However, they may be allowed TA/DA on official tour. If any, as per their entitlement at the time of retirement.
6. The consultants will not be entitled for any other kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, transport facilities etc.
7. The engagement period for the consultant would be initially for a period of one year. The period may be extended subject to review at the sole discretion of this Department.
8. The Consultant shall not exceed the age of 63 years as on the date of close of the application.
9. Paid leave of absence may be allowed @ 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed/carried forward in case the engagement period is extended. Also, no payment in lieu of un-utilized leaves will be paid by this Ministry at the time of expiry of contract.
10. The candidate will be required to sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.
11. The Ministry may terminate the service of Consultants in case he/she is unable to achieve the assigned within the time-frame or the work assigned to him/her is not satisfactory to the Institute or he/she is found to be lacking in honesty and integrity.
12. The institute shall also reserve the right to terminate the services of Consultants at any time without giving any notice and also without assigning any reason. The engagement of consultants will not confer any right on the part of individual for permanent appointment. To the post
13. The consultant may be called to the office on Sundays and on Gazetted holidays or may be asked to sit late in the office after office hours, in case of exigency of work. No extra allowances will be permissible for the same. Consultants have to report respective Section Officers for allotted work.
14. The consultants shall continue to draw pension and dearness relief on pension, if any, during the period of their engagement as Consultant. Their engagement as consultant shall not be considered as a case of employment.
15. NO TA/DA shall be admissible to the consultants for attending the interview or for taking up the appointment. Consultant will not be allowed any foreign travel at Government expenses.
16. If the candidate is found to have wilfully suppressed any material information, he will be liable for removal for engagement service and such other action as Government may deem necessary.

22.02.2024

Annexure-II

Application for Consultant 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 Department of Investment and Public Asset Management (DIPAM), Ministry of Finance, in pursuance of Circular No. 7/1/2016-Admn. (Pt.II) dated 22.02.2024. My details are given below:

Curriculum Vitae

S.No.	Particulars	To be filled by the Applicant
1.	Name (in Block Letter)	
2.	Father's /Husband 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.	Post from which retired	
10.	Date of Retirement	
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 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

(Signature)

Date