

CIRCULAR

Sub:Engagement of Retired Central Government Officers at Section Officer Level

It is proposed to prepare a panel of retired/retiring Government employees to work as full time Consultants at Section Officer level in Ministry of Earth Sciences at Prithvi Bhawan (Opp. Habitat Centre), Lodhi Road, New Delhi – 110003.

2. Willing and eligible retired/retiring officers of the Government of India may send their bio-data as per Annexure attached (Overleaf) to the Under Secretary (Estt.), Ministry of Earth Sciences, Room No.206, Prithvi Bhawan, New Delhi on or before 13/11/2017. The terms and conditions and remuneration are as follows:-

I. Eligibility

- i) Must have retired at least from Central Government Service at Section Officer (CSS) level.
- ii) Must be well acquainted with the functioning of Government/Ministries.
- iii) Should be well aware of various rules/regulations of Govt. of India, capable to handle administrative matters framing of Recruitment Rules, Vigilance Matters, Court Case etc.
- iv) Must have working knowledge of computer.
- v) Age limit up to 65 years (preferable 63 years).

II. Terms & Conditions

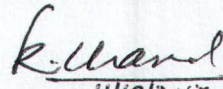
The engagement of consultants shall be subject to the following conditions:-

- i) Engagement shall initially be for a period of one year or till regular incumbents becomes available whichever is earlier.
- ii) Extension of engagement, if any, shall be at the sole discretion of competent authority.
- iii) Working hours shall be from 9:00 am to 5:30 pm during working days including half an hour lunch break between 1:30 pm to 2:00 pm. However in exigencies of work he/she may be required to sit late and may be called on Saturday/Sunday and other Gazetted holidays.
- iv) Engagement may be terminated at any time by the competent authority without assigning any reason and without any notice.
- v) Requirement is only for Ministry of Earth Sciences at Prithvi Bhawan (Opp. Habitat Centre), New Delhi – 110003.
- vi) No typing assistance shall be provided.

III. Remuneration

The consolidated consultancy fee to be paid would be Rs.35,000/- per month.

3. Ministries/Departments may also give this circular a wide publicity among their staff and bring it to the notice of their Attached Offices


11/10/2017
(Kailash Chand)

Under Secretary to the Govt. of India
Ph.:24669529

To

1. All Ministries/Departments of the Government of India
2. Notice Board/All Sections of M/Earth Sciences

Copy to:-

1. IT Cell for uploading it on the website of Ministry

**APPLICATION FOR ENGAGEMENT AS CONSULTANT IN
MINISTRY OF EARTH SCIENCES**

1. Name in full (in Block Letters) :
2. Father's Name :
3. Nationality :
4. Sex :
5. Date of Birth :
6. Age as on date(13/11/2017) :
7. Contact Number (Mobile)/e-mail :
8. Address for Communication :
9. Date of Joining in Government Service :
10. Date of Retirement :
11. Name of the Ministry/Department :
From which retired
12. Last Pay Drawn (as per 6th/7th CPC) :
13. Educational / Technical Qualifications:

| Exams Passed | Name of the Board/ University | Year of Passing |
|--------------|-------------------------------|-----------------|
| | | |

14. Experience details of all previous and present/Last employment:

| Name of the Employer | Name of the Post | Period | | Nature of Duties |
|----------------------|------------------|--------|----|------------------|
| | | From | To | |
| | | | | |
| | | | | |

15. Any other relevant information :

DECLARATION

I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete OR ineligibility being detected at any time before OR after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Ministry of Earth Sciences.

Signature
(Full name of the applicant)

Place:
Date: