Ministry of Earth Sciences is looking for engagement of retired personnel from Central Government at the level of Assistant as ‘Consultant’ on contract basis initially for a period of 06(six) months and this may be extended further if required subject to finding of satisfactory performance of work. The consultancy fee would be @Rs.20,000/- per month.

The last date of receiving of application in prescribed format available at website of Ministry is 30 days from the date of publication of advertisement in newspaper.

Details regarding the posts, qualifications, experience, age limit, etc. are available on the website of Ministry of Earth Sciences i.e. www.moes.gov.in.

Advt. No.MoES/18/01/2013-Estt

Sd/-
(Vivek Mishra)
Director (Estt)
OFFICE MEMORANDUM

Subject: Engagement of Consultant on contract basis in the Ministry – inviting application thereof

It is proposed to prepare a panel of retired Assistant who were holding analogous posts in Government Departments/Ministries for engagement as Consultant in this Ministry with the following terms and conditions:

a) Must have retired from Central Government Service at the level of Assistant
b) The upper age limit should not exceed 62 years, as on the last date for submission of application for the post
c) The Consultant proposed for engagement shall be well acquainted with the functioning of Central Government Ministries/Departments and specially having vast experience of organizing high level meeting/conference like Group of Ministers’ Meeting, Chief Secretaries’ Conference, etc.

2. The engagement of Consultants shall be subject to the following conditions:

a) The engagement shall be initially for a period of six months, which may be extended subject to the approval of the competent authority
b) Working hours shall normally be from 09.00 a.m. to 05.30 p.m. during working days including half an hour lunch break in between. However, in exigencies of work, he may be required to sit late and he/she may be called on Saturday/Sunday and other Gazetted holidays
c) Consultant shall be eligible for 4 days leave during the period of six month. However, un-availed leave cannot be carried forward, in case of extension beyond six months.
d) The engagement may be terminated at any time by the Government without assigning any reasons by giving a notice of fifteen days.
e) The consultancy fee would be consolidated @Rs.20,000/- (twenty thousand) per month.

3. The person who fulfills the eligibility criteria and is willing to offer his services as consultant, may submit applications in the prescribed proforma as in Annexure-I latest by 14 days from the publication in newspaper(s), to the Director (Estt.), Ministry of Earth Sciences, ‘Prithvi Bhavan’, Lodhi Road, New Delhi – 110003.

4. It is requested that Ministries/Departments, may give this circular a wide publicity among their staff and may bring it to the notice of their Subordinate/Attached Offices.

Sd/-
(Vivek Mishra)
Director (Estt)
Tel:24669510

To
All Ministries/Departments of the Govt. of India

Copy to:
1. IT Cell, MoES – with request to upload the matter in the website of MoES (Hq)
PROFORMA

Engagement as Consultant in Ministry of Earth Sciences, 'Prithvi Bhavan', Lodhi Road, New Delhi

1. Name :
2. Date of birth :
3. Contact Number (Mobile) :
4. Address for communication :
5. Date of joining in Government Service :
6. Date of retirement :
7. Name of the Ministry/Department from which retired :
8. Last Pay Drawn :
   (whether copy of PPO enclosed)
9. Educational Qualifications :
10. Details of knowledge in computer :
11. Brief particulars of experience :
   (in the Grade of Assistant)

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<th>Ministry/Department</th>
<th>Subjects handled (in brief)</th>
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I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement.

(Signature of the Applicant)