

**A-39011/19/2014-Admn.**  
Government of India  
Ministry of Drinking Water and Sanitation

8<sup>th</sup> Floor Paryavaran Bhawan  
CGO Complex, Lodhi Road  
New Delhi-110003

Dated 22/1/2016

**CIRCULAR**

**Subject: Engagement of Retired Central Government Officers as Consultants in the Ministry of Drinking Water and Sanitation**

It is proposed to prepare a panel of retired/retiring Government employees to work as full time Retainers/Consultants for engaging against the post on the following terms and conditions:

S. No.	Name of Post	Consultancy fee (₹)	Conveyance (₹)
1	Senior Hindi Tfanslator	24000-00	1000-00

- A. Must have retired from Government Service at same level or above.
- B. Must be well acquainted with functioning of Government Ministries.
- C. Work profile and responsibility would be equivalent to post in the Central Government.
- D. Must have working knowledge of Hindi Translation and computer usage.

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

- I. Persons till the age of 64 years can apply.
- II. Engagement shall initially be for a period of one year or whenever regular incumbents are available, whichever is earlier.
- III. Extension of engagement, if any, shall at the sole discretion of competent authority.
- IV. 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.
- V. Engagement may be terminated at any time by the Government without assigning any reason without any notice.
- VI. No typing assistance shall be provided.
- VII. Preference would be given to those retired in the last one year.

3. Willing and eligible retired/retiring Officers of the Government of India are requested to send their bio-data and contact details specially mentioning their detailed experience/grade pay drawn, etc. to Under Secretary (Administration), Ministry of Drinking Water and Sanitation, B-1 Wing, 8<sup>th</sup> Floor, Paryavaran Bhawan, CGO Complex,



Lodi Road, New Delhi on or before 31 January, 2016. No application will be entertained after this date.

4. It is requested that Ministries/Department may give this circular a wide publicity among their staff and bring it to the notice of their attached offices.



(Sudhir Kumar Sinha)  
Under Secretary to Government of India

To

All Ministries/Department of the Government of India.

✓ Copy to NIC for uploading this Circular on MDWS website.