

A-12022/1/2-14-Admn.
GOVERNMENT OF INDIA
MINISTRY OF DRINKING WATER & SANITATION

8th Floor, Paryavaran Bhavan,
CGO Complex, Lodi Road,
New Delhi-110003.

Dated the, 5th March, 2015.

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 posts on the following terms and conditions:

S.No.	Name of Post	No. of Posts	Consultancy Fee (Rs.)	Conveyance (Rs.)
1.	Section Officer.	01	30,000.00	2,000.00
2.	Private Secretary	01	30,000.00	2,000.00
3.	Accountant	02	20,000.00	1,000.00
4.	Sr. Hindi Translator	01	20,000.00	1,000.00

- 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 computer application and computer usage.

2. The engagement of Consultants 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 (Monday to Friday) including half an hour lunch break in between. All gazette holidays, Saturdays and Sundays shall be holidays. However, in exigencies of work, he/she may be required to sit late and may even be called on Saturdays / Sundays and other gazetted holidays.
- V. Engagement may be terminated at any time by the competent authority without assigning any reason without any notice.
- VI. No typing assistance shall be provided. No leave shall be admissible during the engagement.
- 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, 8th Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi on or before 20th March 2015. 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.


(K. Narayana Reddy)

Under Secretary to Government of India

To

All Ministries / Department of the Government of India.

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