

A-43/1/2014-Admin
Government of India
Ministry of Drinking Water and Sanitation

8th Floor, Pt. Deendayal Antyodaya Bhawan
CGO Complex, Lodhi Road
New Delhi – 110003
Dated: 21st February, 2017

CIRCULAR

Subject: Engagement of Retired Government Officials as Accountant (R) in the Ministry of Drinking Water and Sanitation

It is proposed to engage retired Government employees to work as full time Retainers as Accountant (R) in the Ministry of Drinking Water and Sanitation as per the following criteria:

- (a) Must have retired from Government Ministries/Departments.
 - (b) Must be well acquainted with functioning of Government Ministries.
 - (c) Must be proficient in Noting and Drafting.
 - (d) Must possess experience in Budget, Procurement processes as per GFR and release proposals of Central Schemes etc.
 - (e) Must be efficient and well versed in computer usage.
2. Working in IFD Section in any Ministry/Department is a desirable qualification.
 3. The engagement of retainers shall be subject to the following conditions:
 - (i) Only persons below the age of 64 years can apply.
 - (ii) Engagement shall initially be for a period of six months or until regular incumbents are available, whichever is earlier.
 - (iii) Extension of engagement, if any, shall be 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 without additional remuneration.
 - (v) Individual will give one month notice for leaving the services of the Ministry.
 - (vi) Engagement may be terminated at any time by the Government without assigning any reason without any notice.
 - (vii) No typing assistance shall be provided.
 - (viii) The selected Officer will be paid a consolidated remuneration of ₹ 24,000/- plus ₹ 1,000/- as conveyance. He/She shall not be entitled for any allowances such as TA, DA, HRA, OTA, etc.
 4. Persons who have retired and fulfil the above mentioned criteria may submit their application along with their Bio-data (in the format enclosed) by e-mail/post to the

following address on or before 7th March, 2017. Applications received after this date will not be entertained.

Under Secretary (Administration),
Ministry of Drinking Water and Sanitation,
B-1 Wing, 9th Floor, Paryavaran Bhawan,
CGO Complex, Lodi Road,
New Delhi – 110003
E – mail: ddws_usadm@nic.in



(Sudhir Kumar Sinha)

Under Secretary to Government of India

To

NIC for uploading this Circular in MDWS website.

BIO – DATA

1	Name		
2	Father's Name		
3	Telephone/Mobile Number		
4	E-mail address		
5	Address for communication		
6	Permanent Address		
7	Date of Birth		
8	Present Age		
9	Date of Retirement		
10	Post from which retired		
11	Last pay drawn (Pay in Pay band + Grade Pay)		
12	PPO Number		
13	PPO issued by		
14	Educational Qualification (Academic)		
15	Number of Years in service in the Government		
16	Nature of duties attended while in service*		
17	Computer knowledge	(a) Word	
		(b) Excel	
		(c) Powerpoint	
18	Have you worked as Consultant or presently working as consultant? If yes, details of Office and remuneration etc.*		

*Attach additional sheet if necessary.

(Certified that the information furnished above are true)

(Signature)