

A-39022/6/2017-Admin
Government of India
Ministry of Drinking Water and Sanitation

Pt. Deendayal Antyodaya Bhawan
CGO Complex, Lodhi Road
New Delhi – 110003
Dated: 22nd June, 2017

CIRCULAR

Subject: Engagement of Retired Central Government Officers as Consultant (Coordination) on retainer-ship basis in the Ministry of Drinking Water and Sanitation.

It is proposed to engage a Retired Central Government Officer to work as Consultant (Coordination) on retainer-ship basis on the following terms and conditions:

- (a) Must have retired from Central Government Ministries/Departments as Under Secretary or equivalent.
- (b) Must be well versed in Liaising work with State Governments and other Ministries/Departments
- (c) Must have experience in Sanitation and Water.
- (d) Must have excellent knowledge of computer usage.

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

- (i) Persons below the age of 64 years can apply.
- (ii) Engagement shall initially be for a period of 1 year or until regular incumbent is 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 am to 5:30 pm on all 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 extra remuneration
- (v) No Allowances in the form of TA, HRA, OTA etc. will be admissible.
- (vi) Individual will give one month notice for leaving the services of the Ministry.
- (vii) Engagement may be terminated at any time by the Government without assigning any reason or without any prior notice.
- (viii) Preference will be given to those who retired in the last one year.

3. Persons who fulfil the above mentioned criteria may submit their application along with their Bio-data (in the format enclosed) by email and/or by post to the following address on or before 29th June, 2017. Applications received after this date will not be entertained.

Under Secretary (Establishment)
Ministry of Drinking Water and Sanitation

B-1 Wing, 8th Floor,
Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road,
New Delhi – 110003
Email: ddws_usadm@nic.in



(Sudhir Kumar Sinha)
Under Secretary to the Govt. of India

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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.	Name of the Ministry/Department from which retired	
12.	Last pay drawn (Pay in Pay band + Grade Pay)	
13.	PPO Number	
14.	PPO Issued by	
15.	Educational Qualification (Academic)	
16.	Technical Qualifications (If any)	
17.	Number of Years in service in the Government	
18.	Nature of duties attended while in service*	
19.	Computer knowledge	(a) Word Yes / No
		(b) Excel Yes / No
		(c) Powerpoint Yes / No
20.	Have you worked as Consultant or presently working as consultant? If yes, details of Office and remuneration etc.*	

*Attach additional sheet if required

(Certified that the information furnished above are true)

(Signature)