

A-12022/1/2018-Admin  
Government of India  
Ministry of Drinking Water and Sanitation

Pt. Deendayal Antyodaya Bhawan  
CGO Complex, Lodhi Road  
New Delhi – 110003  
Dated: 29<sup>th</sup> October, 2018

**CIRCULAR**

Subject: Engagement of Retired Central Government Officials as Private Secretary (PS)/Personal Assistant (PA) on retainer-ship basis in the Ministry of Drinking Water and Sanitation.

It is proposed to engage retired Government employees to work as Retainers against the post of Private Secretary/Personal Assistant as per the following criteria:

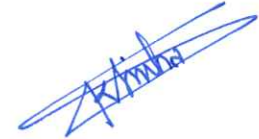
- (a) Must have retired from Central Government Ministries/Departments.
- (b) Must have retired as PS or above.
- (c) Should have good communication and interpersonal skills and excellent knowledge of Computer usage.
- (d) Must be well acquainted with functioning of Government Ministries.
- (e) Work profile and responsibility would be similar to post in the Central Government.

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

- (i) Persons must be below 64 years of age as on the last date of application.
- (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.
- (v) Individual will be required to mark his attendance in Biometric Attendance System (BAS).
- (vi) Individual shall be entitled to 4 days leave in six calendar months. The un-availed leave cannot be carried forward or encashed.
- (vii) Individual will give one month notice for leaving the services of the Ministry.
- (viii) Engagement may be terminated at any time by the Government without assigning any reason without any notice.

- (ix) Ministry of Drinking Water and Sanitation shall not be responsible for any loss, accident, damage, or injury suffered by the individual arising out of execution of his/her official duty.
  - (x) The selected officers will be paid a consolidated fee (TDS as applicable). He/She shall not be entitled for any allowances such as Dearness Allowance, residential, telephone, transport, etc.
  - (xi) He/She will not be allowed any foreign travel at Government Expenses.
  - (xii) Individual engaged shall not directly or indirectly communicate or reveal to any person or persons any matter collected for the purpose of his/her assignment or during the course of his/her assignment, without the express written consent of the office.
  - (xiii) Individual engaged shall not represent or give opinion or advice in any matter which is adverse to the interest of this Office. He/She is not permitted to take up any other assignment during his period of engagement.
  - (xiv) Preference would be given to those retired in the last one year.
4. Interested persons who fulfil the above criteria may apply along with their Resume (in the format enclosed) by e-mail with the subject “**Application for the post of PS/PA**” addressed to the following on or before 14<sup>th</sup> November, 2018. Applications received after this date will not be entertained.

Under Secretary (Establishment),  
Ministry of Drinking Water and Sanitation,  
8<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan,  
CGO Complex, Lodi Road,  
New Delhi – 110003  
E – mail: ddws\_usadm@nic.in



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

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## RESUME

Post for which applied		
1.	Name	
2.	Father's/Husband'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 or Level/Cell)	
13.	PPO Number	
14.	PPO Issued by	
15.	Educational/Technical Qualification	
16.	Number of Years in service in the Government	
17.	Nature of duties attended while in service*	
18.	Details of computer knowledge	
19.	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)