

**A-41/1/2014-Admin.**  
Government of India  
Ministry of Drinking Water and Sanitation

8<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan  
CGO Complex, Lodhi Road  
New Delhi – 110003  
Dated: 7<sup>th</sup> October, 2016

**CIRCULAR**

Subject: Engagement of Retired Government Officials as Assistant Section Officer (ASO) (R) in the Ministry of Drinking Water and Sanitation

It is proposed to engage retired Government employees to work as full time Retainers as Assistant Section Officer (ASO) as per the following criteria:

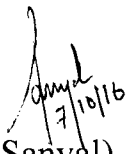
- (a) Must have retired not below SO level from Government Ministries/Departments preferably from Central Secretariat Services.
  - (b) Must be well acquainted with functioning of Government Ministries.
  - (c) Must be proficient in Noting and Drafting.
  - (d) Must possess experience in Budget, Procurement processes and 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 as Section Officer or above and fulfil the above mentioned criteria may apply along with their Bio-data (in the format enclosed) by e-mail to the following address on or before 31<sup>st</sup> October, 2016. No application will be entertained of this date:

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

  
(Subrata Sanyal)

Under Secretary to Government of India

To

NIC for uploading this Circular in MDWS website.

**BIO - DATA**

1.	Name	
2.	Father's Name	
3.	Address for communication with Telephone Number/Mobile Number	
4.	Permanent Address with Telephone Number/Mobile Number	
5.	Date of Birth	
6.	Present Age	
7.	Date of Retirement	
8.	Post from which retired and name of the Ministry/Department/Organisation	
9.	Last pay drawn (Pay in Pay band + Grade Pay)	
10.	PPO Number and Issued by	
11.	Educational Qualification (Academic)	
12.	Number of Years in service in the Government	
13.	Nature of duties attended while in service	
14.	Whether computer knowledge is possessed. If yes, details	
15.	Have you worked as Consultant or presently working as consultant? If so, details of Office and remuneration etc.	

(Certified that the information furnished above are true)

(Signature)