

A-41020/1/2014-Admin  
Government of India  
Ministry of Drinking Water and Sanitation

Pt. Deendayal Antyodaya Bhawan  
CGO Complex, Lodhi Road  
New Delhi – 110003  
Dated: 28<sup>th</sup> February, 2019

**CIRCULAR**

Subject: Engagement of Retired Government Officials as Section Officer (SO) 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 Section Officer (SO) as per the following criteria:

- a. Must have retired from Central Government Ministries/Departments.
  - b. Must have retired as SO or above and well acquainted with functioning of Government Ministries.
  - c. Should have good communication and interpersonal skills and excellent knowledge of Computer usage.
  - d. Work profile and responsibility would be similar to post in the Central Government.
2. 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. 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.
3. Interested persons who fulfil the above criteria may apply along with their Bio-data (in the format enclosed) by e-mail addressed to the following with the subject – “Application for Section Officer on retainer-ship basis” on or before 17<sup>th</sup> March, 2019. 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, Lodhi Road,  
New Delhi – 110003  
E – mail: [ddws\\_usadm@nic.in](mailto:ddws_usadm@nic.in)

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

Copy to NIC for uploading this Circular on MDWS website.