

A-12022/2/2022-Admin  
Government of India  
Ministry of Jal Shakti  
Department of Drinking Water & Sanitation

Pt. Deendayal Antyodaya Bhawan  
CGO Complex, Lodhi Road  
New Delhi – 110003

**Dated: 23<sup>rd</sup> November, 2022**

**CIRCULAR**

**Subject: Engagement of retired Government employees on contractual/retainer-ship basis as PS/PA in the Department of Drinking Water & Sanitation.**

The Department of Drinking Water & Sanitation, Ministry of Jal Shakti, proposes to engage Government servants who have retired from the post of Personal Assistant or above on contractual/retainer-ship basis as per the details given below:

1.	Name of the post	Private Secretary	Personal Assistant
2.	Number of vacancies	02	01
3.	Eligibility Criterion	Must have retired as Private Secretary in Central Ministries /Departments in Level 8 or above	Must have retired as Personal Assistant in Central Ministries/Departments in Level 7 or above.
4.	Job Location	Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi – 03.	
5.	How to apply	Application in the prescribed format in <b>Annexure - II</b> (complete in all respects) along with the following documents must be forwarded to the e-mail ID: <b>ddws_usadm@nic.in</b> with the subject: <b>“Application for PA/PS on contractual/retainer-ship basis”</b> : (i) PPO Copy (ii) LPC Copy	
6.	Last date for receipt of application	12 <sup>th</sup> December, 2022.	

2. Interested and eligible retired Government servants who fulfill the above mentioned criteria may apply. The engagement will be subjected to the terms and conditions enclosed herewith in Annexure – I.

Encl: As above.

**(Sudhir Kumar Sinha)**

Under Secretary to the Govt. of India

Tel: 011-24368711

Copy to: NIC with request to upload it in the Department's website.

**General Terms and Conditions:**

- 1. Age Limit:** The candidate should be less than 64 years of age as on the last date of application. The maximum age limit for engagement is 65 years.
- 2. Period of engagement & Extension:** (a) Engagement shall initially be for a period of one year or until regular incumbents are available, whichever is earlier. After the expiry of initial term, engagement may be extended, based on requirement and performance of the Retainer(s) with the concurrence of IFD and approval of Secretary. Extension of engagement, if any, shall be at the sole discretion of competent authority.  
  
(b) The engagement of a retainer shall not be extended beyond 5 years after engagement or beyond 65 years of age whichever is earlier.
- 3. Working Hours:** (a) 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.  
  
(b) Retainers will be required to mark his/her attendance in Biometric Attendance System (BAS). Monthly remuneration will be calculated on the basis of BAS report and other conditions.
- 4. Work Profile:** (a) Work profile and responsibilities will be similar to those of equivalent posts in Central Government Ministries/Departments.  
  
(b) Retainers will be responsible for equipment and other items issued for discharging official duty.
- 5. Remuneration:** (a) A fixed monthly amount as consultancy fee shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract.  
  
(b) Tax Deduction at Source (TDS), as admissible, shall be deducted from the monthly remuneration of the retainer(s).  
  
(c) Retainer(s) will not be entitled for annual increment / percentage increase of consultancy fee/conveyance during the period of engagement.
- 6. Allowances:** (a) A fixed amount as Local Conveyance for the purpose of commuting between residence and place of work shall be allowed at the rate applicable at the time of retirement which shall remain unchanged during the term of engagement.  
  
(b) TA/DA on official tour, if any, shall be admissible as per entitlement at the time of retirement.  
  
(c) Retainers are not entitled for any other kind of allowance such as Dearness Allowance, residential, telephone, CGHS, Medical Reimbursement, etc.
- 7. Leave:** (a) Retainers will be entitled for paid leave of absence at the rate of 1.5 days for each completed calendar month of engagement calculated on pro rata basis.  
  
(b) No remuneration for the period of absence in excess of the admissible leave will be paid to the retainer. Un-availed leave cannot be carried forward nor encashed on extension of tenure or on termination of engagement.

**8. Confidentiality and Integrity:** (a) Intellectual Property Rights (IPR) of all information/data collected as well as deliverables produced for the Department shall remain with the Department.

(b) Retainers 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.

(c) Retainers 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.

**9. Termination of Engagement:** (a) The engagement of retainers is purely on temporary basis and they will not be entitled for any benefit/compensation/ absorption/regularization of service in the Department.

(b) The Department may terminate the engagement of retainer(s) on the following conditions:

- (i) The Retainer is unable to address the assigned work.
- (ii) The Quality of work is not to the satisfaction of the Department.
- (iii) The Retainer fails in timely achievement of the milestones as decided by the Department.
- (iv) The Retainer is found lacking in honesty and integrity.
- (v) Regular incumbents are available for the post against which the retainer has been engaged.

(c) The Retainer(s) will give one month notice for leaving the services of the Department. Failing to serve one months' notice may result in forfeiture of one months' payment of salary/remuneration. Engagement may be terminated at any time by the Department, in public interest, without assigning any reason and without any prior notice.

(d) The Retainer(s) shall hand over their identity cards/pass and all office equipment etc. if any, to the Department and submit a No Demand Certificate before the final payment is released by the Department.

**10. Other Conditions:** (a) Department 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.

(b) The Department has the right to cancel the advertisement, and not go for engagement of Consultant/Retainer, at any stage. It may accept or reject any or all applications, without giving any reasons thereof, whatsoever.

(c) The Department has the right to review these guidelines as and when the circumstances warrant, with the approval of the Secretary (DWS).

Application for engagement of PS/PA on contractual/retainer-ship basis in the  
Department of Drinking Water & Sanitation.

To,  
The Under Secretary (Estt.)  
D/o DW&S.

Attach Recent  
Passport size  
photograph.

Sir,

With reference to the Circular No. A-12022/2/2022-Admin dated 17.05.2022, my application for engagement of PS/PA (strike out whichever is not applicable) on contractual/retainer-ship basis in the Department of Drinking Water & Sanitation, Ministry of Jal Shakti, may kindly be accepted. My details are given below:

**Curriculum Vitae**

S.No.	Particulars	To be filled by the applicant
1.	Name (in BLOCK Letters)	
2.	Father's/Husband's Name	
3.	Date of Birth	
4.	Telephone/Mobile Number	
5.	E-mail address	
6.	Address for communication	
7.	Permanent Address	
8.	Present Age (yy/mm)	
9.	Date of Joining GoI Service	
10.	Date of Retirement	
11.	Post from which retired	
12.	Name of the Ministry/Department from which retired	
13.	Last pay drawn (enclose copy)	
14.	PPO Number (enclose copy)	
15.	Educational/Technical Qualification	
16.	Nature of duties attended while in service*	
17.	Details of computer knowledge	
18.	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)