

A-39011/7/2015-Admn  
Government of India  
Ministry of Drinking Water & Sanitation

8<sup>th</sup> Floor Paryavaran Bhawan  
CGO Complex, Lodhi road  
New Delhi-110003  
Ph: 24368612  
Dated: 19/05/15

**CIRCULAR**

Subject: Engagement of Retired Central Government Officers as Consultants in the Ministry of Drinking Water and Sanitation

It is proposed to prepare a panel of retired/retiring Government employees to work as full time Retainers/Consultants against the post Section Officers/Assistant/Accountant/Senior Hindi Translator on the following terms and conditions:

- i. Must have retired from Government of India service at same level or above.
  - ii. Must be well acquainted with functioning of Government Ministries.
  - iii. Work profile and responsibility would be equivalent to the post in the Central Government.
  - iv. The candidate should be proficient in working independently on MS word and familiar with other computer applications viz. e-mail, working on network etc.
  - v. The candidates should possess adequate experience in dealing with Administration/ Establishment/ Schemes/Release of funds etc.
2. The Engagement of Consultants shall be subject to the following conditions:
- A. Persons retired within two years from the date of circular will be preferred. Persons who have completed 63 years of age need not apply.
  - B. Engagement shall initially be for a period of six (6) months or whenever regular incumbents are available, whichever is earlier.
  - C. Extension of engagement, if any, shall be at the sole discretion of competent authority.
  - D. 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 Saturday/Sunday and other Gazetted Holidays.
  - E. Engagement may be terminated at any time by the Government without assigning any reason without any notice in public interest.
  - F. One month's notice will be required for leaving the services of the Ministry.

G. No typing assistance shall be provided.

H. Separate application should be submitted for each position.

I. MDWS reserves the right to accept or reject any application without assigning any reason.

3. Willing and eligible retired/retiring Officers of the Ministries/Departments of the Government of India are requested to send their bio-data along with a recent photograph specially mentioning their experience/grade pay drawn, etc. to Under Secretary (Administration), Ministry of Drinking Water and Sanitation, B-1 Wing, 8<sup>th</sup> Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110 003 in the attached format (Annexure) within 21 days from the date of this Circular. No application will be entertained after this date.



(K. Narayana Reddy)

Under secretary Government of India

To

Sr. Technical Director, NIC for uploading this Circular on:

i. MDWS Website and

ii. website of DOPT – <http://persmin.gov.in/vuao/loginform.asp>

**Application Format**

**Paste a recent  
photograph  
here**

Application for engagement against the post of:-----

Sir,

I wish to apply for the post of----- in response to your circular in the website of the Ministry of Drinking Water & Sanitation. My personal particulars are given below:

1. Name :
2. Father's/Husband's Name :
3. Address for communication with mobile no. and e-mail id.
4. Date of birth :
5. Date of entry in Government of India service :
6. Date of Retirement :
7. Name of Ministry/Department from where retired
8. Educational Qualification :
9. Knowledge of Computer: MS word/Excel/e-Office:
10. Brief Particulars of experience:

Sl. No.	Name of Ministry/ Department	From	To	Name of post held	No. of years in the post	Nature of duties/work handled in the post
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1. Additional information, if any, in support of suitability for the post applied for.

**Certificate**

This is to certify that no disciplinary proceedings are pending as on date of application and the information given above is true to the best of my knowledge and belief. Documents in support of the claims made above shall be produced at the time of interview/joining duty.

Yours faithfully

Name:  
Signature:  
Date: