

A-39022/6/2017-Admin  
Government of India  
Ministry of Drinking Water and Sanitation

Pt. Deendayal Antyodaya Bhawan  
CGO Complex, Lodhi Road  
New Delhi – 110003  
Dated: 17<sup>th</sup> January, 2018

**CIRCULAR**

Subject: Engagement of Retired Central Government Officers as Consultant (SBM) on retainer-ship basis in the Ministry of Drinking Water and Sanitation.

It is proposed to engage a Retired Central Government Officer to work as Consultant (SBM) on retainer-ship basis on the following terms and conditions:

- (a) Must have retired from Central Government Ministries/Departments as Under Secretary or equivalent or above.
  - (b) Must be well acquainted with functioning of Central Government Ministries.
  - (c) Must be well versed in Government Rules and Guidelines.
  - (d) Must have excellent knowledge of computer usage.
2. The engagement of retainer shall be subject to the following conditions pending extant guidelines from DoP&T:
- (i) Persons below the age of 64 years can apply.
  - (ii) Engagement shall initially be for a period of six months or until regular incumbent is 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 am to 5:30 pm on all 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 extra remuneration.
  - (v) No Allowances in the form of TA, HRA, OTA etc. will be admissible.
  - (vi) Individual will be required to mark his attendance in Biometric Attendance System (BAS).
  - (vii) He/She shall be entitled to 4 days leave in six calendar months. The un-availed leave cannot be carried forward or encashed.
  - (viii) Individual will give one month notice for leaving the services of the Ministry.
  - (ix) Engagement may be terminated at any time by the Government without assigning any reason without any notice.
  - (x) 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.
  - (xi) 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.
  - (xii) He/She will not be allowed any foreign travel at Government Expenses.

- (xiii) 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.
- (xiv) 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.
- (xv) Preference would be given to those retired in the last one year.

3. Persons who fulfil the above mentioned criteria may submit their application along with their Bio-data (in the format enclosed) by email addressed to the following on or before 4<sup>th</sup> February, 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, Lodhi Road,  
New Delhi – 110003  
Email: ddws\_usadm@nic.in



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

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## BIO – DATA

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)	
13.	PPO Number	
14.	PPO Issued by	
15.	Educational Qualification (Academic)	
16.	Technical Qualifications (If any)	
17.	Number of Years in service in the Government	
18.	Nature of duties attended while in service*	
19.	Computer knowledge	(a) Word Yes / No
		(b) Excel Yes / No
		(c) Powerpoint Yes / No
20.	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)