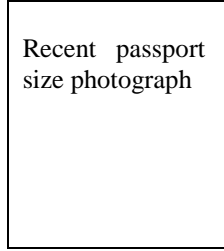


**Annexure-II**

Application for the post of Consultant on contract basis in the Ministry of Electronics and Information Technology, New Delhi



1.	Full Name (in Block Letters)		
2.	Father's/Husband's Name		
3.	Date of Birth		
4.	Contact details	Mobile/Tel.	
		e-mail	
5.	Address for communication		
6.	Date of Joining of Govt. Service		
7.	Age as on date		
8.	Whether SC/ST/OBC		
9.	Whether Physically handicapped		
10.	Date of Retirement and the post from which retired (enclosed copy of retirement order)		
11.	Name of the Ministry/Department from which retired		
12.	Last Pay Drawn (Please enclose copy)		
13.	Education/Technical Qualification (Please enclose copy of certificate/marksheet)		
14.	P.P.O. No. (Please enclose copy)		
15.	Details of Computer Knowledge)		
16.	Brief particulars of experience (A separate sheet may be annexed)		

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete or ineligibility being detected at any time before OR after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Ministry of Electronics and Information Technology. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Signature : \_\_\_\_\_

Place:

Date:

No. 2(6)/2017-Pers.II  
Government of India

Ministry of Electronics & Information Technology  
Electronics Niketan,  
6, CGO, Complex , Lodhi Road

New Delhi-110003  
Dated: 10.07.2017

**OFFICE MEMORANDUM**

**Subject: Engagement of Consultants in Ministry of Electronics and Information Technology on short-term contract basis- reg.**

Ministry of Electronics and Information Technology invites application from retired Govt. servants who have retired from the post of Under Secretary, Deputy Director, Section Officer, Assistant Section Officer or equivalent for engagement as consultants purely on contract basis initially for a period of one year from the date of engagement which may be extended or curtailed as per the functional requirement.

2. The details including eligibility criteria, Scope of duties, Terms & Conditions etc., are enclosed as Annexure-I. The Ministry reserves the right to accept or reject in part or full or all the responses without assigning any reasons whatsoever.
3. The last date for receipt of applications, in the prescribed format is **31.07.2017 (upto 5.00 PM)**. Applications received after due date/time and without supporting documents will not be considered.
4. Application, as per Annexure-II, may be sent to the Deputy Director (Pers.), Ministry of Electronics and Information Technology, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi – 110003.

(P. Victor Albuquerque)  
Deputy Director(Pers.)

To:

1. All Ministries/Departments of the Government of India
2. Department of Personnel & Training for displaying on their website.
3. NIC/STQC Dte.
4. ABC Division, Meity
5. Intra-DeitY, Notice Board, MeitY
6. Web-master, MeitY.

**Annexure-I**

## **Terms and Conditions**

### **1. Eligibility:**

- 1.1 Retired Govt. Servants who have retired from the post of Under Secretary, Deputy Director, Section Officer, Assistant Section Officer or equivalent, are eligible for engagement to the position of Consultant.
- 1.2 Should have good communication and interpersonal skills, fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.
- 1.3 Should have expertise in noting/drafting, various establishment/finance related rules/regulations of Govt. of India, capable of handling Administrative matters (including General Administration), framing of Rules, Regulations, Vigilance matters, Court Cases, Parliament Questions and related matters, RTI, Procurement matters, examination of financial proposal, grant-in-aid, dealing with Subordinate/attached offices, Autonomous/Statutory Bodies etc.;

### **2. Age Limit:**

- 2.1 Should not be more than 64 years of age on the last date for receipt of application.

### **3. Remuneration**

- 3.1 The monthly consolidated remuneration of Rs. 35,000/- (Rupees Thirty Five thousand only) per month (less TDS as applicable) will be paid to Consultant.
- 3.2 Shall not be entitled to any allowance such as DA, Transport facility, residential accommodation, CGHS/Medical facility, Medical reimbursement etc.

### **4. Selection Procedure**

- 4.1 The engagement will be purely on short term contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Consultants will be selected by a duly constituted Committee.

### **5. Scope of duties**

- 5.1 During the period of such engagement, the Consultants would be required to perform the duties of a dealing hand and if required, supervisory functions. They will report to SO/DD of the concerned section depending upon the task assigned by the branch concerned.

### **6. Leave**

- 6.1 The Consultant would not be entitled to any kind of regular leave. However, they would be entitled to leave of 8 days in a calendar year, to be calculated on pro-rata

basis. In special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid.

- 6.2 The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.

## **7. Office time and working hours**

- 7.1 Engagement of Consultants would be on full time basis. Working hours shall be from 9.00 AM to 5.30 PM during working days including half-an-hour lunch break between 1.00 – 1.30 PM. They will not be allowed to take any other assignment during the period of contractual engagement. The Consultants may be called on Saturday/Sunday/other Gazetted holidays, if required.

- 7.2 The Consultants will be required to mark his attendance in Bio-metric System.

## **8. TA/DA**

- 8.1 No TA/DA is admissible for joining the assignment or on its completion. The Consultant will not be allowed any foreign travel at Government expenses. However, he/she shall be allowed TA/DA for travel inside the country in connection with official work as assigned to him/her by the Competent Authority.

## **9. Tax deduction at Source**

- 9.1 The Income Tax or any other tax liable to be deducted, as per the prevailing rules, will be deducted at source before effecting the payment for which the office will issue TDS certificate.

## **10. Confidentiality of data and documents**

- 10.1 The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignments to the office before the expiry of the contract and before the final payment is released by the office.

## **11. Conflict of Interest**

- 11.1 The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No Consultant would be permitted to take up any other assignment during the period of Consultancy.

## **12. Termination of service**

- 12.1 The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 07 days. In case, a Consultant desires to leave the assignment, he/she is to give 07 days' notice which can be curtailed/extended depending upon the workload.
- 12.2 In the event any Consultant is found unfit on any account or if he is found guilty of any insubordinate/misconduct, his/her services can be terminated immediately without any notice.
13. Ministry of Electronics and Information Technology shall not be responsible for any loss, accident, damage, injury suffered by the Consultant what so-ever arising in or out of the execution of his work including travel.

## **14. Guidelines for submission of the application**

The duly filled-in application in prescribed proforma should be submitted so as to reach the office latest by **31.07.2017**. Any application received after the above date will not be entertained. The application should be submitted with the following documents:

- a) Copy of retirement Order.
- b) Copy of PPO
- c) Copy of PAN Card and AADHAR Card.

