

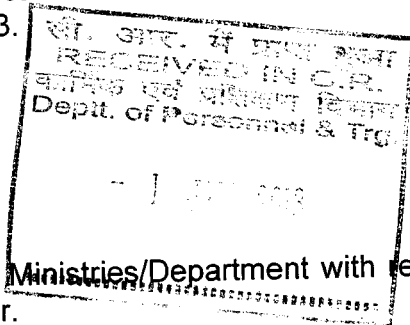
OFFICE MEMORANDUM

**Subject: Engagement of One Consultant under the Plan scheme for Administrative Reforms in the Department of Administrative Reforms and Public Grievances**

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This Department has been implementing a Plan scheme for Administrative Reforms under which implementation of the 2<sup>nd</sup> Administrative Reforms Commission (ARC) reports is one of the important sub components of the plan scheme.

2. This Department propose to engage one consultant on full time basis for six months initially (and further extendable upto one year) at the level of retired Deputy Secretary/ Director of the Central Government to assist in implementation of the 2<sup>nd</sup> ARC reports.
3. The applicants should have minimum three years experience of working at Deputy Secretary level in Central Government and proficiency in working on Computer (at least all the features of MS office). The preference shall be given to persons having experience of works relating to administrative reforms in the capacity of Deputy Secretary/Under Secretary.
4. The remuneration for the Consultant shall be decided in consultation with IFD and will be based on the last pay drawn minus pension plus DA.
5. All Ministries/Department are therefore requested to please put the above requirement regarding engagement of One Consultant on their own website for inviting application from suitable retired Deputy Secretary/Director in the enclosed proforma.
6. The duly filled in application may be sent directly to the Deputy Secretary(Admn), Department of Administrative Reforms and Public Grievances, 5<sup>th</sup> Floor, Sardar Patel Bhawan on or before 14.01.2013.
7. The shortlisted candidates shall be called for personal interview scheduled at 3:00 PM on 15.01.2013.



(A.K.Marwaha)  
Deputy Secretary  
Phone:23362325

To  
The Secretaries of all Ministries/Department with request to give wide publicity to the above vacancy circular.

Copy to NIC for uploading on DARPG website.

*Admn. Secy*  
*We may get his upload*  
*on the website.*

Application format for appointment as Consultant in the  
Department of Administrative Reforms & Public Grievances

1. Name: \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Domicile: \_\_\_\_\_
5. Nationality: \_\_\_\_\_
6. Mailing address (with Tel./Mob. No. and E-mail address): \_\_\_\_\_
7. Permanent Address: \_\_\_\_\_
8. Educational Qualification: \_\_\_\_\_

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S. No.	Course	Subject	University Institute	Year of Passing	Division	Class

9. Work Experience:

S. No.	Organization/Institute	Period		Nature of work	Remarks
		From	To		

10. Whether SC/ST/OBC: \_\_\_\_\_

11. Reference:

- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_

**Undertaking**

I hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or ineligibility being detected before or after the selection, my candidature appointment is liable to be cancelled. Further I also declare that I have never been convicted by any court of Law. I also undertake to sign the terms of contract if selected for appointment as Consultant on contract basis before joining my duties.

(Signature)

Dated: \_\_\_\_\_