

File No. DGT-A-12011/02/2021-Misc(pt.)  
Government of India  
Ministry of Skill Development & Entrepreneurship  
Directorate General of Training  
General Administration

Employment Exchange Building, Pusa  
New Delhi, Dated : 04.2021

**Notification**

Subject: Engagement of retired Government Employees as Consultant in General Administration, Directorate General of Training (Hqrs.), Pusa, New Delhi.

The Directorate General of Training invites applications for engagement of retired government servants as consultant in General Administration of Directorate General of Training (Hqrs.) Pusa, New Delhi. The eligible retired Government Servants from the Central/State Govt./Autonomous Bodies, who fulfill the following criteria, may apply:-

Name of Post/Scale	No. of vacancy	Remuneration Per month	Age Limit	Educational Qualification	Experience
1	2	3	4	5	6
Section Officer and above (Pay level 8 or above)	02 (Two)	Equivalent to Basic Pay (-) pension as per Govt. of India Rules	Should not have attain the age of 65 years as on 01.04.2021	Graduate from a recognized University or equivalent	Experience for Procurement as per GFR <b>Desirable:</b> Knowledge in dealing VIP cases & other matters relating to General Administration.

**Note-1** Initial period of Engagement will be for Six months, which may be further extended for six months.

2. The total monthly remuneration and + Pension drawn by the consultant shall not be more than the Last Pay Drawn by him calculated at the current rates of Dearness Allowance.

### **GENERAL TERMS & CONDITIONS**

2.1 Allowances: Consultants shall not be entitled to any kind of allowance or accommodation facility e.g. Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS, and Medical Reimbursement etc. However, Conveyance Allowance shall be paid at rates mentioned In the table above.

2.2 TA/DA: No TA/DA shall be admissible for joining the assignment or on Its completion, Foreign travel of Consultants is not permitted at all. However, should they require to travel Inside the country in connection with the official work of the Department, TA/DA as admissible to a regular employee of the same grade, he/she retired from, will be paid to him/her after obtaining approval of the competent authority.

2.3 Drawal of Pension: A retired Government officer/official appointed as consultant shall continue to draw pension and the dearness relief on pension during the period of his engagement as consultant, His/her engagement as Consultant shall not be considered as a case of re-employment.

2.4 Leave: Consultants shall be eligible for Eight (08) Days leave In a calendar year on pro rata basis. No remuneration for the period of absence In excess of the admissible leave will be paid to Consultants. Also, un-avalled leave shall neither be carried forward to next year nor encashed.

2.5 Tax Deduction at Source [TDS]: TDS as admissible shall be deducted from the monthly remuneration of Consultants. A TDS certificate shall be Issued by the concerned DDO on demand.

2.6 Working Hours: Consultants may follow the normal working hours as prescribed [I.e. 09:00 AM to 05:30 PM), However, as per the exigency one has to sit late to complete the time bound work.

### **3. AGE-LIMIT**

Normally, the maximum age limit for all categories of Consultants will be 65 years as on 01.04.2021.

### **4. PERIOD OF ENGAGEMENT AND EXTENSION OF TENURE**

4.1 The initial engagement of a person as Consultant shall be for the period as given in the Terms of Reference (TOR) or six months, whichever is less. After exply of Initial term, engagement may be extended, based on requirement of the Division and performance of Consultant(s) concerned for another six months.

4.2 The appointment of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy in the Directorate General of Training.

4.3 The appointment of Consultants is of a temporary (non-official) nature against the specific jobs.

### **5. CONFIDENTIALITY OF DATA AND DOCUMENTS**

5.1 The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Department shall remain with the Department.

5.2 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 his assignment or during the course of, assignment for the Department without the express written consent of the Department.

5.3 The consultant shall be bound to hand-over the entire set of records or assignment to the Department before the expiry of the contract and before the final payment is released by the Department.

## **6. CONFLICT OF INTEREST**

6.1 The Consultant appointed by the Department shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department nor will he indulge in any activity outside the terms of the contractual assignment.

6.2 The Consultant will not be entitled for any benefit/compensation absorption/ regularization of service with this Department.

## **7. TERMINATION OF ENGAGEMENT**

The engagement of Consultants can be terminated by the Department at any time without assigning any reason thereof by giving them 15 Days' notice. Termination shall be effected on the day right after the completion of fifteen (15) days of delivery of such notice. However, in case a Consultant wishes to resign, he will have to give 15 days' advance notice or remuneration in lieu thereof before resigning from the engagement. Department may terminate the engagement in following conditions: -

- i. The Consultant is unable to address the assigned work;
- ii. Quality of the work is not to the satisfaction of the Department;
- iii. The Consultant falls in timely achievement of the milestones as finally decided by the Department;
- iv. The Consultant is found lacking in honesty and Integrity.

## **8. RIGHTS OF THE DEPARTMENT**

The Department has the right to cancel the advertisement, or not to for engagement of Consultant, at any stage. It may accept or reject any or all applications, without giving any reasons therefor, whatsoever.

## **9. GUIDELINES FOR THE SUBMISSION OF THE APPLICATION**

The duly completed application in prescribed proforma at Annexure-I should be sent to email ID "sathyashankar.bp@gov.in" by 26<sup>th</sup> April, 2021 with subject bearing Application for the Consultant, No other means of submission of application will be entertained. Any application received after the last date of submission will not be entertained. The application should be submitted with the following self-attested scanned documents in PDF format.

- a) Copy of retirement notification
- b) Copy of Pension Payment Order (PPO)
- c) Certificate in support educational qualification & experience

9.1 Interview of the selected candidates will be held on 28.04.2021 at 11.00 A.M. onwards as will be informed through e-mail

(Sathya Shankar B.P.)  
Director  
Tel: 011-25847036

## Application for the post of Consultant in Directorate General of Training, Pusa, New Delhi

Sl. No.	Particulars	To filled by the applicant	
1.	Full Name (in BLOCK LETTERS)		
2.	Father's/Husband's Name		
3.	Date of Birth (dd/mm/yy)		
4.	Contract Details	Mobile No.	
		Tel. No.	
		E-mail ID	
5.	Address for Communication		
6.	Date of Joining of Government Service		
7.	Age as on date (yy/mm)		
8.	Category (SC/ST/OBC)		
9.	Whether physically handicapped		
10.	Date of retirement and the post from which retired (enclose copy of retirement order)		
11.	Name of the Ministry/Department/State Government /PSU from which retired		
12.	Last pay Drawn (please enclose copy)		
13.	Education/Technical Qualification (please enclose copy of Certificate/Mark-sheet)		
14.	P.P.O No. (please enclose the photo copy)		
15.	Details of Computer knowledge		
16.	Brief particulars of experience of the last 10 years (assignment –wise). Other relevant experiences may also be provided. (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 Directorate General of Training. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Signature  
(Full name of the applicant)  
Place:

Date: