

No. 26011/1/2017-HR/1653  
Government of India  
Ministry of Home Affairs  
NATGRID

1<sup>st</sup> Floor, Shivaji Stadium Annexe building,  
Shaheed Bhagat Singh Marg, New Delhi  
Date: 10<sup>th</sup> October, 2017

Circular

**Sub: Corrigendum to the circular F.No. 26011/1/2017-HR dated 06.10.2017 for engagement of Consultants in NATGRID, MHA - reg.**

Reference is invited to Para 2 (a) of Annexure-II of the Ministry of Home Affairs, NATGRID circular of even number dated 06.10.2017 issued for engagement of consultants from retired Government Servants in NATGRID, MHA and to state that the Para2(a) of Annexure –II of the circular is given as under :

a. "Establishment, Legal & Co-ordination

- Knowledge of Establishment & Legal matters.
- Co-ordination with different Govt. Departments.
- Organizing meetings.
- Competency on noting, drafting & communications.
- Liaisoning with stakeholders.
- Expertise in e-office, Microsoft Word, Excel etc., e-mail correspondence.
- Well versed with the working of Central Secretariat.
- Knowledge of office procedure manual. "

2. Para 2 (a) of the Annexure –II of the above circular dated 06.10.2017 may be read as under :-

a. " Legal & Co-ordination

- Knowledge of Legal matters. Preferably having L.L.B degree.
- Co-ordination with different Govt. Departments.
- Organizing meetings.
- Competency on noting, drafting & communications.
- Liaisoning with stakeholders.
- Expertise in e-office, Microsoft Word, Excel etc., e-mail correspondence.
- Well versed with the working of Central Secretariat.
- Knowledge of office procedure manual. "

3. Last date for receipt of applications is 15 days from the date of issue of corrigendum /uploading of the Corrigendum in the MHA's website (excluding the date of uploading).

4. The rest of the contents of the OM shall remain unchanged.

  
(Amiya Kumar Das)  
Director

E.mail : dirhrnig@nic.in

Copy to :

1. All Ministries /Departments of Govt. of India. They are requested to give this notice wide publicity amongst all their eligible retiring /retired officials.
2. Copy also forwarded to the NIC cells of MHA and DoPT for up-loading on the websites of MHA and DoPT.