

No. A- 11019/01/2017- SDE
Government of India
Ministry of Skill Development and Entrepreneurship

2nd Floor, Shivaji Stadium, Anneze Building
Date:08.04.2019

CIRCULAR

Subject: Engagement of Consultants in the Ministry of Skill Development and Entrepreneurship-Reg.

The Ministry of Skill Development and Entrepreneurship invites applications for engagement of Consultants from retired persons preferably from Central Government Ministries/Departments/ PSUs on Contract Basis initially for a period of two years from the date of engagement which may be extended or curtailed as per the functional requirement.

2. The retired officers already working in this Ministry as Consultants through previous recruitment processes will also have to apply and will have to go through the fresh selection process like interview, along with fresh applicants, in case they want to continue as Consultants.

3. The eligibility criteria and terms and conditions of the engagement etc. are as under:-

A. SO/US/DS/Director and above level

- i. Eligibility criteria: Should have retired from the posts of SO/US/DS/Director of the Central Secretariat Service (CSS).
- ii. Scope of Work/Job responsibility:
The officer should have experience in the fields of Establishment, General Administration, Finance, Processing of Schemes, Policy & Planning, Vigilance, Rules and Regulations etc and should be able to independently process and prepare proposals relating to :-
 - Preparation of EFC/SFC notes, Cabinet notes, Budget Matters, Annual Report, Annual and Five Year Plans, Outcome Budget, documents of annual reports, document on Zero-based budgeting, Mid-term Appraisal for Five Year Plan etc.
 - Preparation of brief notes for Minister and senior officers.
 - Matters related to Court cases, tendering process etc.

B. Hindi Officials

- i. Eligibility criteria: Should have served at the level of Translator for at least 5 years or Assistant Director (OL) for atleast 3 years or at equivalent posts for same tenure in Central Government Ministries/PSUs/autonomous organisations etc.
- ii. Scope of Work/Job responsibility:
 - Translation of all Parliamentary Questions, Cabinet Notes and other parliamentary matters.
 - Providing materials in Hindi for various Parliamentary Committee meetings held at regular intervals.

- Translation of Annual Report, Outcome Budget and Detailed Demands for Grants in respect of MSDE in Hindi.
- Maintenance of files and records related to Hindi.

C. PS/PPS level

- i. Eligibility criteria: Should have served at the level of Personal Assistant for atleast 5 years or Private Secretary for at least 3 years or Principle Private Secretary for atleast one year or at equivalent posts for same tenure in Central Government Ministries/PSUs/autonomous organisations etc.
- ii. Scope of Work/Job responsibility:
 - Taking dictation in shorthand and its transcription, fixing up of appointments and keeping accurate list of engagements, meetings etc.
 - Miscellaneous matters.

4. General Terms and Conditions of Engagement:

(1) Remuneration: The retired official would be entitled to remuneration as under

Level of Pay in Pay Matrix	Remuneration	Conveyance Allowance
Level 5 to Level 7 of the Pay matrix (Equivalent to Pre-revised Pay Scale with GP of Rs.2400/- to Rs.4600/-)	30,000/-	Rs.3,000/-
Level 8 to 10 (GP of Rs.4800 to Rs.5400)	40,000/-	
Level 11 GP of Rs. 6600)	50,000/-	
Level 12 and 13 (GP of Rs.7600 and Rs. 8700)	60,000/-	Rs.5,000/-
Level -14 and above	75,000/-	

Note: The total monthly remuneration and the pension drawn by the consultant shall not be more than the Last Pay Drawn by him calculated at the current rate of Dearness Allowance.

- (2) **Age Limit :** The age limit will be 65 years. However, engagement beyond 65 years and up to 70 years could be with approval of Secretary keeping in view, good health of the Consultant for the work and level of expertise.
- (3) **Period of Engagement:** The period of engagement will be initially for period of 2 years, extendable for period for 1 year at a time depending upon requirement of the Ministry and performance of the Consultant.
- (4) **Allowances :** A Consultant will not be entitled to any allowances.

- (5) **TA/DA:** No TA/DA shall be admissible to the consultants for joining the assignment. Consultant will not be allowed any foreign travel at Government expenses. However, they may be allowed TA/DA for travel inside the country in connection with official work assigned to them.
- (5) **Leave:** The consultant will be eligible for 8 days of leave during a calendar year on pro-rata basis. This leave will not be carried forward in case the engagement period is extended by this Ministry. Also, no payment in lieu of unutilised leave will be paid by this Ministry at the time of expiry of contract
- (6) **Termination:** The engagement can be terminated by the Ministry at any time without assigning any reason by giving 15 days' notice. A Consultant may also resign giving 15 days' advance notice or remuneration of 15 days in lieu thereof.

5. Other Terms and Conditions:

- (1) Headquarters of Consultants will be at Delhi.
- (2) The person must be able to work in MS Word, PowerPoint and should be proficient in noting, drafting and examining the cases.
- (3) They will also not be entitled to telephone facilities, transport facilities, staff car, and residential accommodation from Central Government pool.
- (4) The engagement of the Consultant will be purely on Contract basis.
- (5) The candidate will be required to sign a non-disclosure undertaking.
- (6) The Consultants may be called in the Office on Saturdays, Sundays and other Gazetted Holidays or may be asked to sit late in the office after office hours, in case of exigencies of work. No extra allowances will be permissible for the same.
- (7) The Consultants shall continue to draw pension and dearness relief on pension, if any, during the period of their engagement as Consultant.
- (8) TDS as admissible shall be deducted from the monthly remuneration. A TDS Certificate will be issued by the concerned DDS on demand.
- (9) Consultants will have to follow the normal working hours as prescribed. (ie 09.0AM to 05.00 PM) However, as per the exigency one has to sit late to complete the time bound work . Attendance would be made through Biometric Attendance System (BAS).

6. Interested and eligible candidates may submit their applications in the prescribed proforma duly typed to:

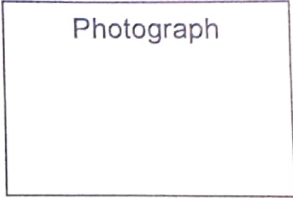
The Under Secretary (Estt.)
Ministry of Skill Development and Entrepreneurship
Room No. 5A, Ground Floor, Shram Shakti Bhavan,
New Delhi-110001

The last date for receipt of applications is 03.05.2019.

(G K Choudhary)
Under Secretary to Government of India
Tel: 23450867

To

1. All the Ministries and Departments of the Govt. of India with the request to give wide publicity to the circular among the concerned.
2. All the Sections in MSDE
3. NIC Cell with a request to upload the circulars on the website of this Ministry.



Application Form for engagement as Consultants in Ministry of Skill Development and Entrepreneurship (Please type):

- 1. Name: _____
- 2. Father's Name: _____
- 3. Date of Birth: _____
- 4. Domicile: _____
- 5. Nationality: _____
- 6. Postal Address for correspondence: _____
- 7. E-mail: _____
- 8. Mobile: _____
- 9. Educational Qualifications: _____

10. Position held during last ten years of service:

Sl. No.	Designation & Place of posting including the name of the Ministry/Department	Scale of pay	From	To	Nature of work performed

- 11. Skills/ Trainings:
- 12. Any other specific information, if any, in support of your suitability for the said engagement (Use separate sheets, if necessary).
- 13. Please attach a copy of Pension Payment Order (PPO) (in case of retired personnel):

Name and Signature of the Applicant

Place:

Date: