

No.21/02/2020-CS-I (Coord)
Ministry of Personnel, Public Grievances Pension
Department of Personnel & Training
(C.S.I Division)

2nd Floor, 'A' wing,
Lok Nayak Bhawan,
Khan Market, New Delhi
Dated 8 December, 2020

OFFICE MEMORANDUM

Subject:- Engagement of Consultants (Retired Government Servants) in the Ministry of Corporate Affairs-reg

The undersigned is directed to circulate the Vacancy Circular No. A-12034/01/2020-Add.I dated 26th November, 2020 (along with enclosures) received from Ministry of Corporate Affairs who have invited applications from retired Central Government servants for engagement as Consultants on contract basis, initially for a period of one year from the date of engagement.

2. In case of any further clarification, applicants are requested to contact the concerned Ministries/Departments.



(P. Bairagi Sahu)

Under Secretary to the Government of India

Tele:- 24629412

To,

All Ministries/Departments (through DOPT's website)

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No. A-12034/01/2020-Ad.I
Government of India
Ministry of Corporate Affairs

5th Floor, 'A' Wing, Shastri Bhawan,
New Delhi, dated 26th November, 2020

VACANCY CIRCULAR

Subject: Engagement of Consultants (Retired Govt. Servants) in the Ministry of Corporate Affairs - reg.

The Ministry of Corporate Affairs invites applications from retired Central Govt. servants for engagement as Consultants on contract basis, initially for a period of one year from the date of engagement which may be extended by another one year, subject to the need of the Ministry and satisfactory performance.

2. The eligibility criteria of the engagement are as under.

A. 8 posts - Section Officer/Under Secretary level

- I. Eligibility criteria: Should have retired from the posts of SO/US/DS/Director of the Central Secretariat Service (CSS).
- II. Age limit: Maximum age limit is 63 years (as on last date of receipt of application).
- III. Scope of Work/Job responsibility:

Should have experience in the fields of Establishment, General Administration including procurement of goods and services, Processing and formulation of Schemes run by central Government, Policy & Planning, Vigilance, Rules and Regulations governing civil services etc. and should be able to independently process and prepare proposals relating to above.

- Preparation of Cabinet notes, Parliamentary matters.
- Preparation of brief notes for Minister and senior officers

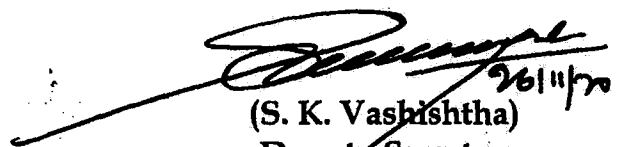
B. 1 Post - Senior Technical Assistant Level

- I. Eligibility Criteria: Should have experience of working in Policy and administration of Companies Act, 2013.
- II. Age Limit: Max. Age limit is 63 years (as on last date of receipt of application).

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5. Willing retired officers, who can join immediately on call, may submit their particulars in the enclosed format along with relevant documents to the Ad. I section, Room No. 518, A-wing, Shastri Bhawan, New Delhi, within 30 days of the date of issue of this circular.

6. CS Division is requested to give wide publicity to this circular.


(S. K. Vashishtha)
Deputy Secretary

CS-I Division, DoP&T
Lok Nayak Bhawan
New Delhi-110003.

Copy for information and necessary action to:-

1. All Ministries/Departments of Government of India.
2. E-Governance Cell with the request to upload the above circular on MCA website.
3. All section/Officers.
4. Guard File.

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1. Name in full (in Block letters) :
2. Father's / Husband's Name :
3. Nationality :
4. Sex :
5. Date of Birth :
6. Age as on last date of application :
7. Present Address :

Paste latest
passport
size
photograph

Tel. :
Mobile :
e-mail :

8. Permanent Address :
9. Educational and Technical qualifications:

Exams Passed	Name of the University	Years of passing	Subjects	Division	Percentage of marks obtained

10. Experience details in establishment matters:

Ministry/Department	Name of post	Pay Scale/ Salary	Period		Nature of Duties
			From	To	

11. References of two superior officers under whom the applicant has worked in different assignments.

Particulars	Reference 1	Reference 2
Name		
Designation		
Ministry/Department		
e-mail ID		
Contact Number		

DECLARATION

I solemnly declare that all the statements made in the application are true, complete 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 Corporate Affairs.

Signature
(Full name of the applicant)

Place:
Date: