

No.21/01/2021-CS-I (Coord)  
Ministry of Personnel, Public Grievances Pension  
Department of Personnel & Training  
(C.S.I Division)  
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2<sup>nd</sup> Floor, 'A' wing,  
Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 31 August, 2021

**OFFICE MEMORANDUM**

**Subject: Filling up one post from the retired personnel (DS/Director level) of Central Government Services for rendering their services as consultant on monthly basis in the Department of Youth Affairs -reg.**

The undersigned is directed to circulate the vacancy circular No. 12031/1/2016-Admn., dated 06.08.2021, received from Ministry of Youth Affairs & Sports, dated 06.08.2021, for filling up one post from the retired personnel (DS/Director level) of Central Government Services for rendering their services as consultant on monthly basis in the Department of Youth Affairs.

2. In case of any further clarification, applicants are requested to contact the concerned Ministries/Departments, who have issued the vacancy circular.

  
(Zachariah Thomas)

Under Secretary to the Government of India  
Tele:- 24624046

To,

All Ministries/Departments (through DOPT's website)

F.No12031/1/2016-Admn.  
भारत सरकार  
Government of India  
युवा कार्यक्रम और खेल मंत्रालय  
Ministry of Youth Affairs & Sports  
शास्त्रीभवन, डॉ. आरपी. रोड, नई दिल्ली - 110001  
Shastri Bhavan, Dr. R.P. Road, New Delhi - 110001

Dated 6<sup>th</sup> August, 2021

**CIRCULAR**

**Subject: Notice Inviting applications for one post from the retired personnel (DS/Director level) of Central Government services for rendering their services as Consultant on monthly basis in the Department of Youth Affairs-Reg.**

It is proposed to engage retired personnel (DS/ Director level) of Central Government Ministries/ Departments/ CPSUs/ Autonomous/ Sub-ordinate bodies of the Central Government to render their services as Consultants in the Department of Youth Affairs for an initial period not exceeding one year with effect from **01.09.2021** which is extendable by another year or till the joining of a regular Deputy Secretary/Director in the Ministry on contract basis as per details given below:-

1.	Name of the Post	Consultant- Retired Personnel (DS/ Director level) from Central Government Service
2.	Total Vacancies	One
3.	Period of engagement.	For an initial period not exceeding one year with effect from 01.09.2021 which is extendable by another year.
4.	Job Location	New Delhi
5.	Eligibility Criterion	Persons retired from the post of Deputy Secretary/ Director or equivalent in the Government of India, State Governments, Attached and Subordinate Offices, PSU's Autonomous bodies of the Government of India in the pay Level-12/ Level-13.
6.	Age Eligibility	Not more than 62 years as on 01.09.2021
7.	Scope of Work	<ul style="list-style-type: none"><li>• The roles of Consultant will include suggesting inputs and strategies for areas of collaboration with different other Ministries, Depts. and Agencies and explore possibility of developing Projects and Programmes for Youth Development and Empowerment. This synergy will enable more resource for youth development activities and bring in multiplier effect on the outcome.</li><li>• The Consultant shall lend support and provide requisite expertise to plan, guide and broaden the scope and outreach of Focus Areas identified by RYSK in its Annual Action Plan and Scheme of Dept. of Youth Affairs as well as provide guidance for their wider outreach, visibility and impact.</li><li>• Coordination in Parliamentary matters shall require an experienced official well acquainted with the Parliamentary Procedure.</li><li>• Coordination with various organization under the Ministry such as NYKS, NSS, RGNIYD etc.</li><li>• Work experience in the government setup and high level of communication is one the most important criteria which is to be fulfilled by the consultant.</li><li>• Compilation of data relating to activities/programs of RYSK, PPT presentation before various Parliamentary Committee.</li></ul>

20/10/21 VSL



8.	Remuneration	<ul style="list-style-type: none"> <li>A fixed monthly amount will be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase during the contract period.</li> </ul> <p><u>Example</u></p> <p>An employee retired in the Pay Level 13 and the pay at the time of retirement was Rs. 1,55,900. Thus, the basic pension will be 77,950. If the employee is appointed on contract basis, including as Consultant, the remuneration shall be fixed at Rs. 77,950 (1,55,900-77,950).</p> <ul style="list-style-type: none"> <li>An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.</li> </ul>
9.	Leave	1.5 paid leave for every completed month.
10.	Working Hours	<ul style="list-style-type: none"> <li>Normal office timing from 09:00 a.m. to 05:30 p.m.</li> <li>May also have to devote more time than usual to meet the exigencies of work, if required.</li> </ul>
11.	Terms of Engagement	The engagement will be on hire & fire basis which is purely dependent on their work performance.
12.	How to apply	<p>The applications in the prescribed format (complete in all respects) along with the requisite documents i.e. copy of PPO, Last Pay Certificate &amp; Bank Details, Aadhaar Card &amp; PAN Card to the following address:-</p> <p>The Under Secretary (Administration)  Department of Youth Affairs,  Ministry of Youth Affairs &amp; Sports  Garage No. 43-A, Shastri Bhawan,  Dr. R.P. Road,  New Delhi – 110001 or</p> <p>email on <a href="mailto:dharmendra.yadav@nic.in">dharmendra.yadav@nic.in</a>.</p>
13.	Last date for receipt of application	15 days from the date of issue of this Circular.



(Dharmendra Kumar Yadav)  
Under Secretary to the Govt. of India  
Tel. No.23380625

To

- All Ministries/ Departments of the Government of India.
- Director (CS Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi- with a request to post the same on DoPT website.
- NIC with a request to upload this circular on the website and KMS portal of the Ministry.
- Guard file.

**F.No 12031/1/2016-Admn.  
Department of Youth Affairs**

**Pro-forma for inviting applications from retired Personnel (DS/Director Level)**

1.	Name of the retired personnel	
2.	Last Designation held	
3.	Name of the Department from where retired	
4.	Date of retirement	
5.	PPO No.	
6.	Last Pay Drawn & Level	
7.	Monthly Pension sanctioned	
8.	Present Address	
9.	Bank Account Details Name of Bank: Branch: Account No: IFSC Code:	
10.	Contact No.	
11.	Email Id	
12.	PAN No.	
13.	Experience may be attached	

Documents required:

- I. PAN Card
- II. Aadhaar Card
- III. PPO
- IV. Bank Details