

F.No.21/07/2019-CS-I(P)
Ministry of Personnel, Public Grievances Pension
Department of Personnel & Training
(C.S.I Division)

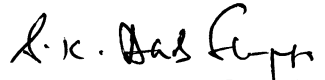
2nd Floor, 'A' wing,
Lok Nayak Bhawan,
Khan Market, New Delhi
Dated 1st September, 2019

OFFICE MEMORANDUM

Subject:- Engagement of Consultants on contract basis in DPIT-inviting applications thereof-reg

The undersigned is directed to circulate Circular No.A- 12023/3/2019-Estt.NG dated 6th September,2019 (along-with enclosures) received from Ministry of Commerce & Industry for engagement as Consultant on contract basis.

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


(Sanjay Kumar Das Gupta)
Under Secretary to the Government of India
Tele:- 24629412

To,

All Ministries/Departments (through DOPT's website)

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Government of India
Ministry of Commerce & Industry
Department for Promotion of Industry & Internal Trade
(Estt. Non Gazetted Section)

Udyog Bhawan, New Delhi
Dated 06 September, 2019

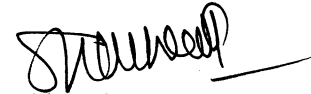
CIRCULAR

Subject: Engagement of consultants on contract basis in DPIIT- inviting applications thereof- reg.

Department for Promotion of Industry & Internal Trade (DPIIT) is inviting applications from retired Government servants (Assistant Section Officer and above rank) for engagement as Consultant on contract basis.

2. It is, therefore, requested that the enclosed circular may kindly be uploaded on the website of DOPT for wider publicity.

Encl. as above.



(Shambhu Datt Sati)

Under Secretary to the Govt. of India

To
Under Secretary (CS-I)
DOPT,
Lok Nayak Bhawan, New Delhi.

So(c)
Lajja
12/9/19
US(c)

Government of India
Ministry of Commerce & Industry
Department for Promotion of Industry & Internal Trade
(Estt. Non Gazetted Section)

Udyog Bhawan New Delhi
Dated 27 August, 2019

CIRCULAR

Subject: Engagement of consultants on contract basis in DPIIT- inviting applications thereof- reg.

Department for Promotion of Industry & Internal Trade (DPIIT) invites applications from retired Government servants (Assistant Section Officer and above rank) for engagement as Consultant on contract basis.

2. The terms and conditions of the contract shall be as under:

- i. The work profile and responsibilities would be equivalent that of an Assistant Section Officer in Central Government.
- ii. The applicant must have retired from Central Govt. service/PSUs/Autonomous Bodies/State Govt. at the level of Assistant Section Officer or above.
- iii. The candidate must have the proficiency in working on E-office and Computer, viz. MS Word, Internet, E-mail etc. Candidates having knowledge of MS Excel and MS Power Point will be preferred.
- iv. The consolidated fee of Rs. 30,000/- (Rupees Thirty thousand only) per month (minus Professional Tax/TDS as applicable) shall be payable, subject to periodical completion of work certified by the controlling Officer. They will not get any HRA, DA, TA, Residential accommodation or residential telephone facility etc. They will, however, continue to draw their pension and relief on pension.
- v. The engagement shall be initially for a period of one year, or till this Department requires the services of Consultant or whenever regular incumbents are available, whichever is earlier.
- vi. Working hours shall normally be from 9 AM to 5.30 PM during working days including half an hour lunch break in between. However, in exigencies of work, they may be required to sit late and may be called on Saturdays/ Sundays and other Gazetted holidays. They will be eligible for 08 days leave during the period of one year, subject to the approval of the controlling Officer. However, unavailed leave cannot be carried forward to the next year.
- vii. They will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may be supplied to them during the period of your engagement as 'Consultant' in the Department for Promotion of Industry & Internal Trade. All such documents will be property of the Government.
- viii. They will complete the assigned task within the stipulated period as per the requirement of their controlling officer. They will not take up any assignment or contract which conflicts the interest of the Government in this matter, elsewhere

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during the period of One year.

ix. The engagement as Consultant may be terminated at any time by the Government, without giving any notice and/or without assigning any reason thereof.

2. Interested persons may submit their particulars in the enclosed format along with a copy of PPO to the Under Secretary (Establishment), Room No. 366-A, Udyog Bhawan, New Delhi-110011 by 20.09.2019.

3. This may be given wide publicity.



(Shambhu Datt Sati)

Under Secretary to the Govt. of India

All Ministries/Departments of the Government of India.

Copy to:-

1. NIC, DPIIT, for uploading this circular on DPIIT website.
2. E-office Notice Board.
3. Guard file.

**Application for the post of Consultant on contract basis in Department for
Promotion of Industry & Internal Trade**

Recent Passport Size Photograph

| 1. | Full Name (in Block Letters) | | | | | | | | | |
|-----------|--|--|------------|------|----|------------|--|--|--|--|
| 2. | Educational Qualification | | | | | | | | | |
| 3. | Date of Birth | | | | | | | | | |
| 4. | Residential Address | | | | | | | | | |
| 5. | Mobile Number & Email ID (shortlisted candidates will be intimated through email) | Mob.: Email: | | | | | | | | |
| 6. | Date of Superannuation | | | | | | | | | |
| 7. | PPO Number (Enclose a copy) | | | | | | | | | |
| 8. | Post held at the time of retirement | | | | | | | | | |
| 9. | Name of Ministry/Department from which retired | | | | | | | | | |
| 10. | Brief particulars of Experience of last 10 years (a separate sheet may be annexed) | <table border="1"> <thead> <tr> <th>Post held</th> <th>From</th> <th>To</th> <th>Experience</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Post held | From | To | Experience | | | | |
| Post held | From | To | Experience | | | | | | | |
| | | | | | | | | | | |

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this circular and ready to accept all the terms and conditions for engagement of consultants.

Place:

Date:

(Signature of the Applicant)