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**No. 25/12/2018-CS.II A**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

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3rd Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003.

**Dated: 22.10.2020**

**OFFICE MEMORANDUM**

**Subject: Engagement of retired Government employees as Personal Assistant (PA)/ Private Secretary (PS) on retainer-ship basis in the Department of Drinking Water & Sanitation-regarding**

The undersigned is directed to circulate herewith, a copy of the Department of Drinking Water & Sanitation's Circular No. A-12022/2/2020-Admin dated 20.10.2020 inviting applications for engaging retired Government employees as Personal Assistant (PA) & Private Secretary (PS) on retainer-ship basis in that Department.

2. Applicants may forward their application to the Department of Drinking Water & Sanitation directly. In case of any further clarification, applicants are requested to contact the said Department.

Encl. As above

  
**(Bhagirath Jha)**  
**Under Secretary to the Government of India**  
**Tele No: 24654020**

To,

All the Ministries/Departments of Government of India (through DoP&T's website).

A-12022/2/2020-Admin  
Government of India  
Ministry of Jal Shakti  
Department of Drinking Water & Sanitation

Pt. Deendayal Antyodaya Bhawan  
CGO Complex, Lodhi Road  
New Delhi – 110003  
Dated: 20<sup>th</sup> October, 2020

**CIRCULAR**

Subject: Engagement of retired Government employees as PA/PS on retainer-ship basis in this Department – reg.

The Department of Drinking Water & Sanitation, Ministry of Jal Shakti, invites applications for engagement retired Government employees as Retainers against the posts of Personal Assistant (PA) and Private Secretary (PS). The interested and eligible retired Government servants from Central Government/State Government/Autonomous Bodies, who fulfil the following criteria may apply:

- (a) Must have retired from Central Government Ministries/Departments.
- (b) Must have retired as PS (Level 8) or above and well acquainted with functioning of Government Ministries/Departments.
- (c) Should have good communication and interpersonal skills and excellent knowledge of Computer usage.
- (d) Work profile and responsibility would be similar to posts in the Central Government.

**2. General Terms and Conditions of Engagement:**

2.1 **Age Limit:** The candidate should be less than 64 years of age as on the last date of application. The maximum age limit for engagement shall be 65 years.

2.2 **Period of engagement & Extension:** (a) Engagement shall initially be for a period of six months or until regular incumbents are available, whichever is earlier. After the expiry of initial term, engagement may be extended, based on requirement and performance of the Retainer(s) with the concurrence of IFD and approval of Secretary. Extension of engagement, if any, shall be at the sole discretion of competent authority.

(b) The engagement of a retainer shall be up to the age of 65 years. Extension beyond 65 years of age will not be granted except under special circumstances on case to case basis.

2.3 **Working Hours:** (a) Working hours shall be from 9.00 a.m. to 5.30 p.m. during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to sit late and may be called on Saturdays/Sundays and other Gazetted Holidays.

(b) Retainers will be required to mark his/her attendance in Biometric Attendance System (BAS). Monthly remuneration will be calculated on the basis of BAS report and other conditions.

**2.4 Work Profile:** (a) Work profile and responsibilities will be similar to those of equivalent posts in Central Government Ministries/Departments.

(b) Retainers will be responsible for equipment and other items issued for discharging official duty.

**2.5 Remuneration:** (a) Retainer(s) will be paid a fixed consultancy fee and local conveyance per month.

(b) Tax Deduction at Source (TDS), as admissible, shall be deducted from the monthly remuneration of the retainer(s).

(c) Retainer(s) will not be entitled for annual increment of consultancy fee/conveyance.

**2.6 Leave:** (a) Retainers will be entitled for four (04) days of leave in six (06) calendar months calculated on pro rata basis.

(b) No remuneration for the period of absence in excess of the admissible leave will be paid to the retainer. Un-availed leave cannot be carried forward nor encashed on extension of tenure or on termination of engagement.

**2.7 Allowances:** Retainers are not entitled for any kind of allowance such as Dearness Allowance, residential, telephone, transport, CGHS, Medical Reimbursement, etc. They are not allowed any foreign travel at Government Expenses.

**2.8 Confidentiality and Integrity:** (a) Intellectual Property Rights (IPR) of all information/data collected as well as deliverables produced for the Department shall remain with the Department.

(b) Retainers shall not, directly or indirectly, communicate or reveal to any person or persons any matter collected for the purpose of his/her assignment or during the course of his/her assignment, without the express written consent of the office.

(c) Retainers shall not represent or give opinion or advice in any matter which is adverse to the interest of this Office. He/She is not permitted to take up any other assignment during his period of engagement.

**2.9 Termination of Engagement:** (a) The engagement of retainers is purely on temporary basis and they will not be entitled for any benefit/compensation/ absorption/regularization of service in the Department.

(b) The Department may terminate the engagement of retainer(s) on the following conditions:  
(i) The Retainer is unable to address the assigned work  
(ii) The Quality of work is not to the satisfaction of the Department

- (iii) The Retainer fails in timely achievement of the milestones as decided by the Department
- (iv) The Retainer is found lacking in honesty and integrity.
- (v) Regular incumbents are available for the post against which the retainer has been engaged.

(c) The Retainer(s) will give one month notice for leaving the services of the Department. Engagement may be terminated at any time by the Department without assigning any reason and without any prior notice.

(d) The Retainer(s) shall hand over their identity cards/pass and all office equipment etc. if any, to the Department and submit a No Demand Certificate before the final payment is released by the Department.

3. **Other Conditions:** (a) Department of Drinking Water and Sanitation shall not be responsible for any loss, accident, damage, or injury suffered by the individual arising out of execution of his/her official duty.

(b) The Department has the right to cancel the advertisement, and not go for engagement of Consultant/Retainer, at any stage. It may accept or reject any or all applications, without giving any reasons thereof, whatsoever.

(c) The Department has the right to review these guidelines as and when the circumstances warrant, with the approval of the Secretary (DWS).

#### 4. SUBMISSION OF APPLICATION:

The duly completed application in the prescribed proforma in Annexure – I should be sent to e-mail ID: [ddws\\_usadm@nic.in](mailto:ddws_usadm@nic.in) on or before 3<sup>rd</sup> November, 2020 with the subject: “Application for PA/PS on retainer-ship basis”. No other means of submission of application will be entertained. Applications received after the last date will not be accepted.



(Sudhir Kumar Sinha)  
Under Secretary to the Govt. of India  
Tel: 011-24368711

**Application for Section Officer on retainer-ship basis in  
Department of Drinking Water & Sanitation  
New Delhi.**

Affix Recent  
Passport size  
photograph.

To,  
The Under Secretary (Estt.)  
D/o DW&S

Sir,

Please accept my application for engagement as PA/PS on retainer-ship basis in Department of Drinking Water & Sanitation, Ministry of Jal Shakti in pursuance of circular no. A-12022/2/2020-Admin dated 20.10.2020. My details are given below:

Curriculum Vitae

S.No.	Particulars	To be filled by the applicant
1.	Name (in BLOCK Letters)	
2.	Father's/Husband's Name	
3.	Date of Birth	
4.	Telephone/Mobile Number	
5.	E-mail address	
6.	Address for communication	
7.	Permanent Address	
8.	Present Age (yy/mm)	
	Date of Retirement	
9.	Post from which retired	
10.	Name of the Ministry/Department from which retired	
11.	Last Pay Drawn (Basic+GP Or Level/Index)	
12.	Educational/Technical Qualification	
13.	Nature of duties attended while in service*	
14.	Computer Knowledge	Word/Excel/PowerPoint
15.	Have you worked as Consultant or presently working as consultant? If yes, details of Office and remuneration etc.*	

\*Attach additional sheet if required.

I hereby certify that the information furnished above are true to the best of my knowledge and if any information is found to be incorrect/incomplete, my candidature is liable to be rejected. I have read the circular and am ready to accept the terms and conditions of engagement.

Place:  
Date:

(Signature )