

F. No. A-41011/1/2014-Estt.
Government of India
Ministry of Chemicals and Fertilizers
Department of Chemicals and Petrochemicals

Shastri Bhawan, New Delhi
Dated: 3rd November, 2015

OFFICE MEMORANDUM

Sub: Engagement of consultant on contract basis in Department of Chemicals and Petrochemicals.

It is proposed to engage two retired Government servants to work as full time Consultant with the following terms and conditions :-

- i) Consultants proposed for engagement must have retired/due to retire from Central Government service at the level of Section Officer or above and should be well acquainted with the functioning of Central Government Ministries/ Departments.
- ii) The work profile and responsibility would be equivalent to that of an Assistant/Section officer in Central Government.
- iii) The engagement shall be initially for a period upto 14.03.2016, or whenever regular incumbent is/are available whichever is earlier. The contract may be extended beyond 14.03.2016 at the sole discretion of the Department.
- iv) Working hours shall normally be from 9.00 AM to 5.30 PM 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 he may be called on Saturday/ Sunday and other Gazetted holidays.
- v) Consultants shall be compulsorily required to enroll themselves in the Aadhar based Biometric Attendance System (BAS). Attendance registered by the staff in the BAS only shall be taken as proof of their attendance in the office and on the basis of which fees/remuneration will be paid.
- vi) Consultant shall be eligible for 03 days leave upto 14.03.2016. However, unavailed leave cannot be carried forward, in case of extension beyond the period mentioned above.

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- vii) The engagement may be terminated at any time by the Government or the Consultant without assigning any reason by giving a notice of fifteen days.
- viii) The consolidated consultancy fee would be Rs. 25,000/- (Rupees Twenty five thousand) only per month. No other allowances admissible.

3. The persons who fulfill the eligibility criteria and are willing to offer their services as Consultant, may submit their applications in the prescribed proforma as **Annexure** latest by **18th November, 2015** to Under Secretary (Estt.), Department of Chemicals and Petrochemicals, Room No.410, 'A' Wing, Shastri Bhawan, New Delhi-110001.

4. Ministries/Department are requested to give wide publicity to this O.M. among their staff and Subordinate/Attached offices.

(T. P. N. Singh)

Under Secretary to the Government of India

To

All Ministries/Departments of the Government of India.

Copy to: NIC, D/o C&PC, for uploading this OM the website.

PROFORMA

ANNEXURE-I

Engagement as Consultant in Department of Chemicals and Petrochemicals,
Shastri Bhawan, New Delhi-110001

1	Name		
2.	Date of Birth		
3.	Contact Number (Mobile)		
4.	Address for communication		
5.	Date of Joining Government Service		
6.	Date of retirement		
7.	Name of the Ministry/Department from which retired		
8.	Last Pay drawn (Pay in Pay band & Grade Pay)		
9.	Educational Qualification		
10.	Details of Knowledge in Computer		
11.	Brief particulars of Experience in the grade of Assistant and above.		Ministry/Department Subject handled

I hereby declare that the particulars furnished above are true 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.

(Signature of the Applicant)