

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

Shastri Bhawan, New Delhi
Dated:17th April,2015

OFFICE MEMORANDUM

Sub: Engagement of Consultant (Non- Technical) on contract basis in the Department of Chemicals & Petrochemicals.

It is proposed to engage three retired Government servants (actual number may vary as per the requirements of the Department) to work as full time Consultant (Non-Technical) in the Department of Chemicals & Petrochemicals, Shastri Bhawan, as per the following terms and conditions:-

- i) Consultants proposed for engagement must have retired 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 up to 15.09.2015 or whenever regular incumbent is/are available, whichever is earlier. The contract may be extended beyond 15.09.2015 at the sole discretion of the Department.
- iv) Working hours shall be normally from 9.00 AM to 5.30 PM during working days including half an hour lunch break in between. However, in the exigencies of work, he/she may be required to sit late and may also be required to attend office on Saturday/Sunday/other 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 04 days leave during the period up to 15.09.2015. However, unavailed leave cannot be carried forward, in case of extension beyond the period mentioned above.
- vii) The engagement may be terminated at any time by the Government or the Consultant without assigning any reason by giving a notice in writing of fifteen days.

viii) The consolidated consultancy fee would be Rs. 25,000/- (Rupees Twenty Five Thousand) only per month. No other allowances are admissible .

2. Persons who fulfill the eligibility criteria and are willing to offer their services as Consultant as per the above terms & conditions, may submit their applications in the Performa at **Annexure** latest by 30th April, 2015 to Under Secretary (Estt.), Department of Chemicals & Petrochemicals, Room No.410'A' Wing, Shastri Bhawan, New Delhi-110001.

3. Ministries /Department are requested to give wide publicity to this OM among their staff and Subordinate/ Attached offices.



(T.P.N.Singh)

Under Secretary to the Government of India

TEL:23386013

To,

All Ministries/Department of the Government of India

Copy to : NIC; D/o C&PC-for uploading this OM on the Department's website.

ANNEXUREPROFORMA**Engagement of Consultant (Non-Technical) in the Department of Chemicals and Petrochemicals, Shastri Bhawan, New Delhi**

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|-----|--|----------------------------|------------------------|
| 1. | Name | | |
| 2. | Date of Birth | | |
| 3. | Contact Number (Landline & Mobile) | | |
| 4. | Address for communication | | |
| 5. | Date of joining Government Service | | |
| 6. | Date of retirement | | |
| 7. | Name of the Ministry/Department and post from which retired | | |
| 8. | Last Pay drawn (Pay in pay band & Grade Pay) | | |
| 9. | Educational Qualification | | |
| 10. | Details of computer knowledge, esp. MS Word/MS Excel/MS PowerPoint | | |
| 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)