

No. A-41011/2/2019-Estt.-CPC
 Government of India
 Ministry of Chemicals & Fertilizers
 Department of Chemicals and Petrochemicals

Shastri Bhawan, New Delhi
 Dated the 19 March, 2020.

OFFICE MEMORANDUM

Sub: Engagement of Consultant (Non-Technical) on contract basis in Department of Chemicals and Petrochemicals, Ministry of Chemicals and Fertilizers.

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

- i. Consultant 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. The maximum age limit shall be 65 years.
- ii. The work profile and responsibility would be equivalent to that of an Assistant/ Section officer in Central Government.
- iii. The work would include Secretarial work related with implementation of the schemes of the Department, preparation of SFC/EFC Memos, Budget/Finance matters, drafting Cabinet Notes, Director Benefit Transfer Scheme, Result Frame Work Documents, Notes for various Schemes of the Department etc.
- iv. The Consultant would be providing senior level secretarial services, office support in order to ensure very high level of efficiency and effectiveness of office administration.
- v. The engagement shall be for a period six months, or till regular incumbent is/are available whichever is earlier. The contract may be extended beyond six months at the sole discretion of the Department.
- vi. 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.
- vii. Consultant shall be compulsorily required to enroll himself 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.
- viii. Consultant shall be eligible for 04 day leave in six months. However, unavailed leave cannot be carried forward, in case of extension beyond the period mentioned above.
- ix. 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.
- x. The consolidated consultancy fee would be up to a maximum of Rs.40,000/- (Rupees Forty thousand only) per month subject to the total monthly consolidated fee and the Basic Pension drawn by the consultant shall not exceed Last Pay Drawn by him. No other allowances shall be admissible. Income Tax or any other tax liable shall be deducted as per the prevailing rules at source before effecting payment.

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xi. The Consultant will maintain full secrecy in respect of the official work assigned to him and will not divulge any information to any third party.

3. The person who fulfils the eligibility criteria and is willing to offer his/her services as Consultant, may submit his/her application in the prescribed proforma as **Annexure** within 21 days from the date of publication of advertisement in Employment News to Under Secretary (Estt.), Department of Chemicals and Petrochemicals, Room No.434, 'C' Wing, Shastri Bhawan, New Delhi-110001.

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



(Satender Prasad)

Under Secretary to the Govt. of India

Tele: 23386013

To

All Ministries/Departments of the Government of India.

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

PROFORMA

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

1.	Application for the Consultant Post of .	Consultant (Non-Technical)	
2.	Name in full (Block Letters).		
3.	PPO No. (Enclosed copy).		
4.	Last Pay Drawn.		
5.	Date of Birth		
6.	Date of superannuation from Govt. Service & Last post held.		
7.	Whether Medically fit	Yes	/ No
8.	Office Address at the time of retirement.		
9.	Mailing Address.		
10.	Permanent Address.		
11.	E-mail address.		
12.	Telephone No./Mobil No.		
13.	Educational Qualification (copy(s) of relevant degree course).		
14.	Details of knowledge in computer		
15.	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. I have read this document and ready to accept all the terms and conditions for engagement as Consultant (Non-Technical).

(Signature of the Applicant)