

Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Heavy Industry
Administration Section

Udyog Bhawan, New Delhi
25/04/2018

Circular

Subject: Engagement of Consultants in the Department of Heavy Industry-reg

Department of Heavy Industry proposes to prepare a panel of 10-12 consultants from amongst retired Govt Servants. The validity of the panel will be for one year from the date of its formation. Once the panel is formed, the consultants will be engaged from that panel as per the needs of Department. For this purpose, applications are invited from willing retired Govt Servants as under:

Eligibility

- a. Must have retired from the Central Government Service, preferably from Central Secretariat Service, at the level of Section Officer with at least two years of work experience as Section Officer.
- b. The upper age limit should not exceed 64 years as on the last date of submission of application for the post.
- c. Should be well aware of various rules and regulations of Govt of India, capable of handling court cases, RTI, Public Grievances, matters relating to CPSEs, Parliament questions etc.
- d. Should have the working knowledge of computer including MS Word.
- e. Previous experience/Knowledge of e-Office is desirable.

2. Terms & Conditions

The engaged consultants shall be governed by this Department's policy dated 13.05.2013, the main terms and conditions of which are as under:

- i. The engagement shall be purely contractual in nature with the express provision for termination at any point of time after giving due notice of 15 days.
- ii. The engagement of retired officers shall not be beyond the age of 65 years. However, in exceptional cases, the tenure of serving Consultant may be extended for a maximum period of one year on the recommendation of Competent Authority.
- iii. The monthly consultancy fee will shall be equal to the individual Consultant's Basic Pension as fixed on 01.01.2016 in accordance with the recommendation of D/o Pension & Pensioner's Welfare on the basis of 7th CPC.
- iv. No other facility/allowance e.g. Transport Allowance/HRA etc. shall be paid to the consultant. However, payment of conveyance may be re-reimbursed to consultants based on their entitlement prior to their retirement, in case they were sent for official work.
- v. The consultants are allowed to avail casual leave upto a maximum of 08 days in a year and to

be granted on pro-rata basis in case period of engagement is less than a year. In case of absence from duty other than holiday and casual leave, proportionate amount would be deducted from the consultancy fee.

- vi. The consultant engaged shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department.
- vii. During the period of assignment with the Department of Heavy Industry, it is likely that the consultant may come across certain information of important or secret nature. The Consultant would, therefore, be subject to the provisions of the Indian Official Secrets Act, 1923, not only during the period of assignment but also thereafter. Consultant will not divulge any information gathered by him during the period of assignment to anyone who is not authorized to know/have the same.

3. **Selection Procedure**

The applicants will be shortlisted initially based on the eligibility conditions which will then be examined by a Screening Committee headed by Joint Secretary (Admn) and three Director/DS level Officers as per policy dated 13.05.2013.

4. **Other conditions**

- i. The normal working office hours will be from 09:00 AM to 05:30 PM with lunch break from 01:00 PM to 01:30 PM. However, subject to exigencies of official work, the consultants may be required to sit late or attend office on weekends/holidays.
- ii. The attendance of the consultants will be monitored through Bio-Metric Attendance system. The consolidated fee will be paid in accordance with the Bio-Metric Record of the consultant.
- iii. The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment.

5. **Submission of Application**

Willing applicant should submit their application duly filled up in the prescribed proforma (Annexure I) within the 30 days of the issue of this circular at **Room No. 14, Department of Heavy Industry, Udyog Bhawan, Rafi Marg, New Delhi-11**. Any application received after the deadline will not be entertained.

The following self-attested documents should also be enclosed along with the proforma:

- i) A copy of valid Identity Card (preferably Aadhar Card)
- ii) A copy of PPO
- iii) Last 05 years APARs, if available.

6. For any clarification, Administration Section, DHI may be contacted at 011-2306 3242 only during weekdays between 03:00 PM to 04:00 PM.

Ved Jyoti
UNDER SECRETARY

To

Annexure IApplication for the post of Consultant in the Department of Heavy Industry

| S. No | Particulars | | | | | |
|--------------|--|------------------------------|------|----|-----------|----------------|
| 1 | Full Name | | | | | |
| 2 | Father's Name | | | | | |
| 3 | Present Address Permanent Address | | | | | |
| 4 | Date of Birth | | | | | |
| 5 | Email Address | | | | | |
| 6 | Mobile/ Telephone No. | | | | | |
| 6 | Date of joining Govt Service | | | | | |
| 7 | Date of Retirement | | | | | |
| 8 | Educational Qualifications | | | | | |
| 9 | Brief particulars of service with nature of duties performed | | | | | |
| | S. No | Name of Ministry/ Department | From | To | Post Held | Nature of work |
| | a | | | | | |
| | b | | | | | |
| | c | | | | | |
| | d | | | | | |

| | | |
|-----|--|--|
| 10 | Details of working Knowledge of Computer : | |
| | MS Word | |
| | MS Excel | |
| | MS Power point | |
| 11. | Additonal Information, if any in support of suitability for the post | |

SELF DECLARATION

This is to certify that no disciplinary proceedings were/are pending against the undersigned on the date of submitted this application and the information furnished above is true to the best of my knowledge and belief.

Affix a Recent Passport
Size Photograph

Place:

Date :

Signature of the Applicant