

No.G.21014(2)/2021-B&A
Government of India
Ministry of Heavy Industries
(B&A Section)

Udyog Bhavan,
New Delhi-110011.

Dated, the 12th July, 2024.

CIRCULAR

Subject:- Engagement of retired Central Government Officers as Consultant(Under Secretary or equivalent level) on contract basis in the Ministry of Heavy Industries – Inviting applications thereof.

Ministry of Heavy Industries invites applications from eligible and desirous candidates retired from Central Government(Under Secretary or equivalent Level) having considerable experience of functioning of Central Government Ministries/Departments for engagement of 1(one) full time Consultants on contractual basis.

2. The engagement of consultants will be regulated as per the provisions of the Ministry of Finance (Department of Expenditure) O.M. No.3/25/2020-E.IIIA dated 09.12.2020, as amended from time to time. The eligibility criteria, remuneration, job description and other terms and conditions of engagement are as under:-

i.	No. of personnel to be engaged	1(One)
ii.	Areas of work	Handling of work relating to Finance/Accounts/Budget.
iii.	Period of Engagement	Initially for a period of one year. This can be extended or shortened at the discretion of the Competent Authority. Ministry of Heavy Industries can terminate the services /contract of the consultant at any time giving one month's notice without assigning any reason.
iv.	Eligibility Criteria	Retired Government Servants at the level of Under Secretary or equivalent.
v.	Experience	Should have experience in handling:- a) Preparation and Finalization of the Budget of any Ministry/ Departments. b) Seeking proposal for supplementary Demands for grants and submit the same to M/Finance after the approval of AS&FA/SHI; c) Preparation of surrendered/saving notes; d) Scrutiny of re-appropriation of funds proposals ;

		<ul style="list-style-type: none"> e) DDG and SBE upload on UBIS portal of MoF; f) Mapping of DDG and CGA statement; g) Finalization of Detailed Demand for Grants, printing and laying in the Parliament; h) Follow up with PAC/C&AG(Civil & Commercial) paras /Inspection Reports; i) Projections and revision of MEP/QEP; j) Budget estimates/Revised Estimates and Budget Announcement related works; k) Monitoring of monthly expenditure; l) Vetting and confirmation of Appropriation Accounts Stage I & II; m) Updating of dashboard of Department of Expenditure regarding data of Autonomous Bodies; n) Preparing proposal for Advance from Contingency Fund of India; o) RTI matters and p) Others miscellaneous matters.
v.	Age	Should be less than 62 years as on 9 th August, 2024(closing date).
vi.	Remuneration	A fixed monthly remuneration will be paid as per the Department of Expenditure OM No.3-25/2020-E.IIIA dated 09.12.2020 i.e. last pay drawn minus pension plus transport allowance not exceeding the amount admissible at the time of retirement. The consultant will not be entitled for any kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, staff car etc.
vii)	Other terms and conditions of engagement:-	
	<ul style="list-style-type: none"> a) The consultant shall have to perform duties/services as assigned to him/her by the controlling officer with all necessary skills, diligence, efficiency and economy. b) The consultant shall maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of contract, failing which the consultant will be liable for suitable action. c) The normal working hours shall be from 9.00 am to 5.30 pm. However, in exigencies, he/she may be called for services on holidays or beyond normal working hours. d) The place of work will be in Udyog Bhavan, New Delhi. e) The person engaged on contract basis shall not be entitled to any other benefit like Provident Fund, Pension, Insurance and Gratuity, Medical Attendance/Treatment etc or any other 	

	<p>benefits as available to the regular Government Servants.</p> <p>f) The consultancy will start from the date he/she joins the office.</p> <p>g) The consultant will have to mark his attendance in Aadhar enabled Biometric Attendance System.</p> <p>h) During the contract period, no other assignment/consultancy of any type will be accepted by the consultant.</p> <p>i) The consultant will be entitled to paid leave of 1.5 days for each completed month of service.</p> <p>j) 'No work no Pay' will be applicable during the period of contract, if more than prescribed leave is taken.</p> <p>k) The consultant shall not be entitled to any TA/DA for joining the appointment.</p> <p>l) Contract of engagement will be terminated automatically on attaining the age of 65 years.</p>
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3. Application in the enclosed format(Annexure-1), completed in all respects alongwith copy of the PPO and Last Pay Certificate/Pay Slip may be sent by e-mail/by post to the **Under Secretary, B&A Section, Room No.333, Udyog Bhavan, New Delhi-110011 by 5.00 pm of 9th August, 2024.**

4. Ministry of Heavy Industries reserves the right to accept or reject any or all the responses without assigning any reason whatsoever.


12/7/2024
(Vandana Kalra)

Under Secretary to the govt. of India

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E-mail:vandanakalra-cwc@nic.in

To

1. All Ministries/Departments of the Government of India
2. The Under Secretary {CS-I(Coord)}, Department of Personnel & Training, Lok Nayak Bhawan, New Delhi with a request to upload the same on the Do&PT website for wider publicity.
3. NIC, MHI for uploading the circular in the Ministry's website.

Annexure-I

**Application for engagement as consultant on contract basis in the Ministry of
Heavy Industries**

Sl.No.	Details	
1.	Name	
2.	Mother's/Father's/Husband's Name	
3.	Date of Birth	
4.	Address for correspondence	
5.	Permanent Address	
6.	Contact No/Mob. No.	
7.	Email.ID	
8.	Educational /Technical Qualifications	
9.	Details of experience to be attached in proforma appended as "APPENDIX"	
10.	Post held on retirement	
11.	Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO.	
12.	Special Achievements(if any) alongwith supporting documents.	
13.	Any other relevant information(use a separate sheet, if necessary.	

DECLARATION

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of consultants. I also understand that action against me will be taken by the concerned authorities, if I am declared by them to be guilty of any type of misconduct mentioned herein.

Signature of candidate

Place:

Date:

