

No. F. 3(4)/2012-Admn  
Government of India  
Ministry of Parliamentary Affairs

92, Parliament House  
New Delhi -110001

Dated: 14 October, 2013

**CIRCULAR**

Subject: Engagement of Consultants in the Ministry of Parliamentary Affairs – inviting applications.

Applications are invited from retired Section Officers, Assistants, Upper Division Clerks with 5 years experience engagements as Consultant in the Ministry with the following terms and conditions:

1. (i) Must have retired from Central Government Service at the level of Section Officer/ Assistants or UDCs with minimum five years regular service.  
(ii) Candidate should not be more than 65 years of age, as on the last date of submission of application for the post, and in good health.  
(iii) The Consultants proposed for engagement shall be well acquainted with the functioning of Central Government Ministries / Departments.  
(iv) Should have working knowledge and ability to work on computers.
2. The engagement of Consultants shall be subject to the following conditions:
  - a) The engagement shall be initially for a period of 6 months, which may be extended subject to the approval of the competent authority.
  - b) Working hours shall normally be from 9.30 a.m. to 6.00 p.m. during working days including half an hour lunch break in between. However, in exigencies of work, they may be required to sit late and they may be called on Saturday/Sunday and other Gazetted holidays.
  - c) The engagement may be terminated at any time by the competent authority without assigning any reason by giving a notice of fifteen days.
  - d) The consultancy fee would be as per details below on consolidated basis without any allowances:

Retired Section Officers	Rs. 20000/- per month
Retired Assistants or UDCs with minimum 5 years experience	Rs. 18000/- per month

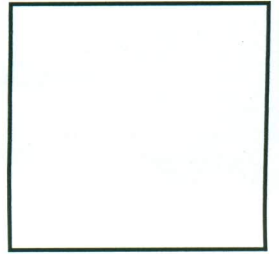
3. The persons who fulfill the eligibility criteria and are willing to offer their services as consultant, may submit their applications in the proforma (enclosed) **latest by 15<sup>th</sup> November, 2013** to Under Secretary (Admn.), Room No. 92, Parliament House, Ministry of Parliamentary Affairs, New Delhi. (Tel. 23034899)



(Rameshwar Prasad)  
Under Secretary to the Govt. of India  
Tele. No. 23034899

To  
All Ministries/Departments of Government of India

**PROFORMA  
ENGAGEMENT AS CONSULTANT  
MINISTRY OF PARLIAMENTARY AFFAIRS**



1. Name :
2. Father's name :
3. Address for communication :
4. Date of birth: dd/mm/yyyy :
5. E-mail address with telephone no. :
6. Date of joining in Govt. Service :
7. Date of Retirement :
8. Name of the Ministry/Department  
From which retired :
9. Educational Qualifications :
10. Details of knowledge of Computers :

11. Brief particulars of service with nature of duties performed (starting from last appointment):

S. No.	Name of Ministry/Deptt.	Period(MM/YYYY)		Post held	Nature of Work
		From	To		

12. ADDITIONAL INFORMATION, IF ANY, IN SUPPORT OF YOUR SUITABILITY FOR THE POST.

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.

Yours faithfully,

Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Date:  
Place