

CIRCULAR

Sub:- Engagement of one (01) retired officer of Central/State/UTs/ PSUs/ Semi-Government/ Attached & Subordinate offices, Autonomous Bodies of the Government of India or Statutory Organizations as consultant in the Ministry of Parliamentary Affairs on purely contractual basis-reg.

Applications in the prescribed format (as per Annexure) are invited from eligible candidates for engagement as Consultant in the Ministry of Parliamentary Affairs , Parliament House, New Delhi on short term contract basis as per details given below:

1.	Name/ Number of Posts	Consultant (01)
2.	Period of Consultancy	Initially for one year. The consultancy period may be extended at the discretion of the Competent Authority subject to functional requirement, performance appraisal, fitness of individual etc. However, the maximum period of engagement will be for a period of three years or upto 65 years of age, whichever is earlier.
3.	Job Location	Ministry of Parliamentary Affairs, Parliament House, New Delhi.
4.	Eligibility Criteria & Experience	Persons retired in Pay Level 11 or above (7th CPC) in the Central/ State Governments/ UTs/ PSUs/ Semi-Government/ Attached & Subordinate offices, Autonomous Bodies of the Government of India or Statutory Organizations and having the requisite experience as mentioned below: Experience: <ul style="list-style-type: none">• Having Skill/role of managing Government Business in both the houses,• Experience/knowledge in Parliamentary Procedures,• Knowledge of Constitution of India,• Well conversant in noting/drafting,• Liaison and coordination in connection with conducting meetings and tasks assigned,• Expertise in specified field, communications and interpersonal skills etc• Worked with Senior Officers in the Central Government/ State Government/ Departments etc.
5.	Age limit	(a) Candidate should not be more than 64 years of age as on the last date of receipt of applications. (b) The age ceiling for continuation of contract shall be 65 years as on the date of renewal of contract on year-to year

		<p>basis and shall depend on the quality of services rendered subject to satisfaction and recommendation of the Divisional Head/Controlling Officer.</p> <p>(c) The maximum period of Consultancy shall be for three years or upto the age of 65 years whichever is earlier.</p>
6.	Leave	<p>(a) Consultant will be eligible for 1.5 days leave for each completed month of service which may not be accumulated beyond a calendar year.</p> <p>(b) Also un-availed leave in a year cannot be carried forward to next calendar year. Un-availed leave can not be encashed.</p>
7.	Working Hours	<p>(a) The Consultant shall be required to observe the normal office timings between 9.30 am to 6:00 pm and may also be called upon to attend office beyond working hours and also on Saturday/Sunday or any other holiday, in case of exigencies of work. No extra remuneration shall be paid for extra hours/holidays.</p> <p>(b) They shall mark their attendance in AEBAS/ Attendance Register mandatorily or on any applicable mode, failing which, it may result in deduction of remuneration</p>
8.	General Terms & Conditions of contract	<p>a. The candidate selected will be engaged purely on contractual basis initially for a period of one year and will not confer any right for regular appointment in the Department including any allowance such as DA, transport facility, residential accommodation, residential telephone facilities, etc.</p> <p>b. Further extension on year-to-year basis will be considered based on the work performance and need for the specific post.</p> <p>c. The engagement of the contractual position may be terminated by the competent authority without assigning any reason or notice.</p> <p>d. They will be completely accountable for any advice or any service rendered by them during their engagement in this Department in view of norms of ethical business and professionalism. They must act, at all times in the interest of Department.</p> <p>e. They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as Consultant in the Department.</p>
9.	How to Apply	Interested eligible applicants may submit their application as per proforma at Annexure .
10.	Selection Procedure	<p>(a) Ministry of Parliamentary Affairs, through a Selection Committee, will scrutinize the applications and short list the candidates based on merits. The short-listed candidates may be called for skill test and or, interview for selection by the Selection Committee.</p> <p>(b) The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.</p>

11.	Remuneration	<p>Terms and conditions as laid down in OM No. 325/2020-E.III.A dated 09.12.2020 of Department of Expenditure:</p> <ol style="list-style-type: none"> i. Last pay drawn minus pension plus Transport Allowance ii. Fixed remuneration. There will no annual increment/percentage increase during the contract period. iii. Fixed amount of transport allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable at the time of their retirement. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of their retirement. iv. No Dearness Allowance v. No HRA, Provident Fund, Pension, Insurance, Attendance Gratuity, Medical Treatment, Promotion etc. or any other benefits as Seniority, available to be regular Government Servant.
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Interested candidates, who fulfills the eligibility criteria, may submit their application in prescribed proforma at Annexure within **three weeks** of publication of this advertisement on the following address:

The Under Secretary (Admn.)
Ministry of Parliamentary Affairs
Room No. 92 , Samvidhan Sadan,
New Delhi.

Encl: As above



(Kiran Kumar)

Under Secretary to the Govt. of India
Tele. : 011-23034761

To,

1. Sr. Technical Director, NIC for uploading on web-site of Ministry of Parliamentary Affairs
2. All Ministries/Departments for circulation.
3. The Under Secretary(CS-1), Department of Personnel & Training, Lok Nayak Bhawan, New Delhi- with the request to upload the same on website of DoPT for wider publicity.

BIO-DATA PRO FORMA

Name and Address in Block letters	
Mother's/Father's/Husband's Name	
Date of Birth	
Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO:	
Educational Qualifications	
Contact No	
Email ID	
Details of Experience to be attached in proforma appended as "APPENDIX"	
Post held on retirement	
Special Achievement (if any) along with supporting documents	
Any other relevant information (use a separate sheet, if necessary)	

The above information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure-I and they are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

Date:

Signature of the Applicant

APPENDIX

Office /Institute /Organisation	Post held	From	To	Scale of pay Nature of Basic	Nature of Duties

Signature of the Applicant