

No. A-12023/3/2022-ENG
Government of India
Ministry of Commerce & Industry
Department for Promotion of Industry & Internal Trade
(Estt. Non Gazetted Section)

UdyogBhawan, New Delhi
Dated 13 April, 2022

VACANCY CIRCULAR

Subject: Engagement of retired Central Government officers as Consultant on contract basis in DPIIT- inviting applications thereof- reg.

Department for Promotion of Industry & Internal Trade (DPIIT) invites applications from persons retired from the post of Section Officer/Under Secretary/Private Secretary/Principal Private Secretary/ IT-ICT Official from Central Government having considerable experience of functioning of Central Government Ministries/Departments for engagement as Consultant on contract basis on full time basis. It has been decided to prepare a panel of retired Central Government Employees for engagement as Consultant on contract basis in the following positions:

Sr. No.	Name of the position	Applicants retired from the post
(i)	Consultants (at SO/US level)	SO/US
(ii)	Consultants (at PS/PPS level)	PS/PPS
(iii)	Consultant (for website content management)	IT/ICT Official
(iv)	Consultant (for Parliament Section)	SO/US

2. The terms and conditions of the contract shall be as under:

i. **Scope of Work:**

(a) The consultants at the level of SO/US will be required to examine cases/proposals, policy issues in the light of Central Govt. rules and regulation, prepare briefs/presentations and analyse the proposals assigned to them by their controlling officers. They shall be fully conversant with MS-Word/PPT/Excel etc. as per rolerequirement and print their own notes/drafts/OMs as required.

(b) The consultants at the level of PS/PPS will be required to take dictation in shorthand and its transcription; fixing up appointments, attending telephone calls and to the visitors in a graceful manner; keeping an accurate list of engagements, meetings, etc; keeping a note of movements of files; carrying out the corrections to the officer's reference books and making fair copies of drafts D.O. letters to be signed by the officer.

(c) The Consultant for website content management will be required for development of departmental website, updation of contents and making changes of adding new options as and when required on the departmental website of the Department.

(d) The Consultant for Parliament Section will be required to deal with all the

Parliament related matters in Parliament Section pertaining to this Department and circulation of Parliamentary papers including receipt and registration of advance copies of Questions, Resolutions, Motions, Bills etc. Supply of the required number of copies of answers to the parliament questions, collection, distribution of Parliamentary papers etc. Co-ordination work relating to meetings of Consultative Committees, liaison with Lok Sabha/ Rajya Sabha Secretariat and M/ o Parliamentary Affairs for obtaining information/ documents etc. To attend such work as entrusted by the higher officers or O/o the Ministers as per exigencies.

- ii. The terms & conditions for engagement of such consultants related to remuneration, eligibility, leave, working hours etc. shall be regulated by the Department of Expenditure's O.M. No.3-25/2020-E.IIIA dated 09.12.2020. The consolidated remuneration shall be payable, subject to periodical completion of work certified by the controlling Officer. They will not be eligible for any other allowance or facility in addition to the consolidated pay. They will, however, continue to draw their pension and relief on pension, as per their entitlement.
- iii. They should not have attained the age of 64 years as on the starting day of engagement of Consultant. The engaged personnel should be medically/physically fit to render services as desired.
- iv. Working hours shall normally be from 9 AM to 5.30 PM during working days. However, in exigencies of work, they may be required to sit late and may be called on Saturdays/ Sundays and other holidays. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service subject to the approval of the controlling Officer.
- v. They will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement as 'Consultant' in the Department. All such documents will be property of the Government.
- vi. They will not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of their assignments or during the course of, assignment for the Department without the express written consent of the Department.
- vii. The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Department shall remain with the Department.
- viii. Their attention is drawn to Central Vigilance Commission's circular no. 01/01/17 dated 23.1.2017 and circular no. 08/06/2011 dated 24.6.2011 regarding engagement of consultants. 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.
- ix. They must act, at all times, in the interest of DPIIT and render any advice/ service with professional integrity.
- x. They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in this Department. If required, they will cooperate fully with any legitimately provided/ constituted investigative body, conducting inquiry into processing or execution of the consultancy contract/ any other matter related with discharge of contractual obligations by the consultant.
- xi. The consultants appointed by the Department shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department nor will they indulge in any activity outside the terms of the contractual assignment.
- xii. They will complete the assigned task within the stipulated period as per the

Department. If required, they will cooperate fully with any legitimately provided/ constituted investigative body, conducting inquiry into processing or execution of the consultancy contract/ any other matter related with discharge of contractual obligations by the consultant.

- xi. The consultants appointed by the Department shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department nor will they indulge in any activity outside the terms of the contractual assignment.
- xii. They will complete the assigned task within the stipulated period as per the requirement of their controlling officers. They will not take up any assignment or contract which conflicts with the interest of the Government during the contract period.
- xiii. They shall be bounded to hand-over the entire set of records of assignment to the Department before the expiry of the contract and before the final payment is released by the Department.
- xiv. The engagement as Consultant can be terminated by the Department at any time without assigning any reason thereof by giving them 15 days' notice. However, in case a Consultant wishes to resign, he will have to give 15 days' advance notice or remuneration in lieu thereof before resigning from the engagement.
- xv. The existing consultants in the Department will continue as per their existing entitlements/remuneration till they complete their sanctioned tenures.

3. Interested retired Central Government officers may submit their applications in the enclosed format along with a copy of PPO and Last Pay Certificate to the Under Secretary (Establishment), Room No. 366-A, Udyog Bhawan, New Delhi-110011 within 20 days of issue of this circular. The applications can also be sent by email given below. Incomplete applications or applications received after due date will be rejected.

4. This may please be given wide publicity.



(Shambhu Datt Sati)

Under Secretary to the Govt. of India

Email: sham.datt@nic.in

Tel.: 2306 1742

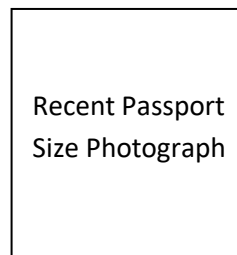
All Ministries/Departments of the Government of India.

Copy to:-

1. Under Secretary, CS-I Division, DoPT, LokNayak Bhawan, New Delhi- with request to give wide publicity to the circular.
2. NIC, DPIIT, for uploading this circular on DPIIT website.
3. E-office Notice Board, DPIIT.
4. Guard file.

Application for the post of Consultant on contract basis in Department for Promotion of Industry & Internal Trade

Applied for Consultant at the level of	Tick
SO/US	
PS/PPS	
IT/ICT Official	
SO/US	



1.	Full Name (in Block Letters)				
2	Date of Birth				
3	Email				
4	Mobile Number				
5	Residential Address				
6	Educational Qualification				
7	Date of superannuation/retirement				
8	PPO Number (Enclose a copy)				
9	Post held at the time of retirement				
10	Last Pay Drawn (Pay Level & Pay)				
11	Transport allowance (basic) at the time of retirement				
12	Organisation superannuated from				
13	Organisation currently working, if any				
14	Working knowledge of MS Office, e-office and Internet browsing (yes/No)				
15	Brief particulars of Experience of last 10 years (a separate sheet may be annexed)	Post held	From	To	Experience/Nature of work

Undertaking:

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 circular and accept all the terms and conditions for engagement of consultants.

Place:
Date:

(Signature of the Applicant)