

No.A.44011/21/2016-E.I
Government of India
Ministry of Human Resource Development
(Department of Higher Education)

New Delhi, the 17th May, 2016

C I R C U L A R

Subject: Engagement of Consultants in the Ministry of Human Resource Development – reg.

The Department of Higher Education [Ministry of Human Resource Development] invites applications from amongst the retired Section Officers/Section Officers due to retire within three months for engagement as Consultants on contract basis at a consolidated remuneration of Rs.25,000/- per month initially for a period of one year.

2. The terms and conditions of contractual engagement containing tenure, remuneration, educational qualification, experience etc are outlined in Annex-I to this circular. The Department of Higher Education reserves the right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever.

3. Interested and eligible candidates may submit their applications in the enclosed format [Annex-II] to Under Secretary(E-I), Department of Higher Education, Room No.235, 'C' Wing, Shastri Bhawan, New Delhi 110 001.

4. The last date for receipt of application in the prescribed format is 23.05.2016 upto 5.30 p.m. Applications received after due date and without supporting documents will not be considered.



(Rajesh Kumar Singh)

Under Secretary to the Govt. of India

Tel: 233 85400

To

1. Notice Board
2. CMIS with request to flash the circular on the website of the Ministry.
3. All Ministries/Departments.

ANNEXURE-I**TERMS AND CONDITIONS FOR ENGAGEMENT OF CONSULTANTS**

S.No.	Parameter	Details of parameter
1.	Nomenclature of position	Consultant
2.	Tenure of engagement	One year [Extension/termination subject to further requirement and performance] Department shall reserve the right to terminate the services at any time without giving any notice and also without assigning any reason.
3.	Remuneration	Rs.25,000/- p.m. (Consolidated)
4.	Age limit	65 years (as on last date of receipt of application)
5.	Normal working hours	The consultant shall be required to observe the normal office timings and may also be called upon to attend office on Saturdays/Sundays/Gazetted Holidays and beyond normal working hours in exigencies. They shall mark attendance in AEBAS mandatorily.
6.	Scope of work	(a) Examination/formation of policy/scheme proposals. (b) Preparation of notes and drafts relating to secretarial work. (c) Handling of Court cases/Parliamentary matters. (d) Secretarial assistance for internal administration. (e) Handling Budget/Finance matters.
7.	Leave	The consultant shall be entitled to avail 8 days Casual Leave in a calendar year. The unavailed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.
8.	Educational Qualification	Essential: (a) Bachelors Degree in any stream, (b) Basic knowledge of MS Office, internet usage.
9.	Experience	Experience of handling Court Cases, Parliamentary matters, Schemes, Policy and Planning, Establishment matters, Finance, Budget & Cash.
10.	Agreement and Secrecy terms	Selected candidates will have to enter into a specific agreement with the Ministry.

ANNEXURE-II

**APPLICATION FOR ENGAGEMENT AS CONSULTANT ON CONTRACT
BASIS IN MINISTRY OF HUMAN RESOURCE DEVELOPMENT**

Recent
passport
size photo

1. Name:
2. Father's/Husband's Name:
3. Date of birth:
4. Contact number:
5. E. mail ID:
6. Address
 - a) Permanent:
 - b) Present:
7. Date of joining Govt. service:
8. Name of Ministry/Department from which retired:
9. Last Pay Drawn:
(Enclose copy of PPO)
10. Educational Qualification:
11. Details of knowledge in computer:
12. Basic particulars of experience:

Post held	From	To	Ministry/Deptt.	Subject handled

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 and no disciplinary proceedings is pending against me as on date.

Date:

Name & signature of the Applicant.