

F.No. P-12032/1/2025-Personnel
Government of India
Ministry of Electronics and Information Technology
(Personnel Division)

New Delhi - 110003
Dated: 02.05.2025

ADDENDUM

Reference: Circular No. P-12032/1/2025-Personnel dated 21.04.2025

In partial modification of the Circular of Even No. dated 21.04.2025 inviting applications for the post of Consultant in MeitY, the following changes are made:

1. Eligibility:

1.1 Retired Government officers who have retired from the post of Senior Principal Private Secretary/Principal Private Secretary/Private Secretary/Personal Assistant:

2. All other terms and conditions of the original circular remains unchanged.


(P Victor Albuquerque)
Deputy Secretary (Pers.)

To:

1. All Ministries/Departments.
2. Intra-MeitY Notice Board.
3. DOPT for hosting on their website.
4. Webmaster MeitY.

F.No. P-12032/1/2025-Personnel
Government of India
Ministry of Electronics and Information Technology
(Personnel Division)

Dated: 21.04.2025

CIRCULAR

Subject: Engagement of Consultants – reg.

The Ministry of Electronics and Information Technology invites applications from retired Principal Private Secretaries/Private Secretaries/Personal Assistants for engagement as Consultants purely on short term contract basis, for a period of one year from the date of engagement, which may be extended or curtailed as per the functional requirement.

2. The details including eligibility criteria, terms & conditions, are enclosed (**Annexure-I**). The Ministry reserves the right to accept or reject in part or all the responses without assigning any reasons whatsoever.

3. This is an open ended circular and applications received would be processed and the selected candidates empaneled, on a continuous basis, for immediate deployment in the Ministry, as per requirement. At present it is proposed to engage three Consultants.

4. Application as per format enclosed (**Annexure-II**) along with supporting documents may be sent to Personnel-I Section, Ministry of Electronics and Information Technology, Electronics Niketan, 6 CGO Complex, New Delhi – 110003.


(P Victor Albuquerque)
Deputy Secretary

To

1. All Ministries/Departments
2. Intra-MeitY Notice Board
3. DOPT for hosting on their website
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ANNEXURE-I**Ministry of Electronics and Information Technology**
(Personnel Division)**Terms and Conditions for Engagement of Consultants****1. Eligibility:**

1.1 Retired Government officers who have retired from the post of Principal Private Secretary/Private Secretary/Personal Assistant.

2. Experience:

2.1 Well conversant with the knowledge of computer applications, having good communication and inter personal skills, knowledge of stenography in English/Hindi and should be well conversant with noting/drafting and office procedure. Experienced in coordination work in connection with conducting meetings and tasks assigned.

3. Period of Engagement:

3.1 The engagement of Consultants will be purely on short term contract basis. The initial engagement as Consultant would be for a period of one year, which may be extended depending upon the requirement of MeitY and performance review, but shall not be extended beyond 5 years after superannuation.

3.2 The engagement of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of consultancy with MeitY.

4. Age Limit:

4.1 Not more than 63 years of age on the date of receipt of application.

5. Remuneration:

5.1 A fixed monthly amount shall be paid as per the Government norms, arriving at by deducting the basic pension (gross) from the basic pay drawn at the time of retirement.

5.2 No increment and Dearness Allowance shall be allowed during the term of the contract.

6. Selection Procedure:

6.1 Candidates meeting the eligibility conditions shall be considered for engagement as per requirement of the Ministry.

7. Working facilities to be provided:

7.1 Only the basic facilities/infrastructure will be provided to the Consultants. No Transport or Telephone/Internet facility at residence, clerical support, etc. shall be provided.

Contd....

8. Other entitlements of Consultants:

8.1 **Leave:** Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed.

8.2 **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. The Consultants shall be allowed TA/DA on official tour, if any, as per his entitlement at the time of retirement.

8.3 **Accommodation/HRA:** No accommodation or HRA will be provided by the Ministry.

8.4 **Transport Allowance:** A fixed amount shall be paid as Transport Allowance for the purpose of commuting between the residence and the place of work. This shall not exceed the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of engagement. No Dearness Allowance shall be admissible on the Transport Allowance.

9. Working hours:

9.1 The Consultants shall have to work as per the working hours of the Ministry of Electronics and IT. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holidays.

9.2 The Consultants will be required to mark his attendance.

10. Tax deduction at Source:

10.1 Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment of remuneration.

11. Confidentiality of data and documents:

11.1 The Consultants shall not utilize or publish or disclose or part with, to a third party, any data or statistics or proceedings or information gathered during the course of the assignment for the office, without the express written consent of this Ministry. The Consultant shall be bound to hand over the entire set of records of assignments to the office before the expiry of the contract and before the final payment is released by the office.

12. Conflict of Interest:

12.1 The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this Office. No Consultant would be permitted to take up any other assignment during the period of Consultancy.

Contd....

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13. Termination of engagement:

13.1 Ministry of Electronics and IT (MeitY) may terminate the services of the Consultants, if:

- a) The Consultant is unable to accomplish the assigned works.
- b) Quality of the accomplished work is not to the satisfaction of MeitY.
- c) The Consultant fails in timely achievement of the milestones as decided by MeitY.
- d) The Consultant is found lacking in honesty and integrity.
- e) The requirement of Consultant for the work assigned ceased to exist.
- f) The undertaking given by the candidate is found false.
- g) The Consultant completes 5 years of retirement.

13.2 The services can be terminated by giving fifteen days' notice in writing from either side. The termination will be without prejudice to either party's rights accrued before termination.

14. Accident, Injury, etc., during the period of engagement:

14.1 Ministry of Electronics and Information Technology shall not be responsible for any loss, accident, damage, injury suffered by the Consultant whatsoever arising in or out of the execution of his work, including travel.

15. Rights of Ministry of Electronics and IT:

15.1 Ministry of Electronics and IT reserves the right to cancel and not to proceed in the matter for engagement of Consultants at any stage without giving any reason, whatsoever.

ANNEXURE-II

**APPLICATION FOR ENGAGEMENT AS CONSULTANT IN THE MINISTRY OF ELECTRONICS
AND INFORMATION TECHNOLOGY**

Recent passport
size photograph

1	Full Name		
2	Father's/Husband's Name		
3	Date of Birth		
4	PPO No. (Please enclose a copy)		
5	Contact Details	Mobile	
		Email ID	
6	Address for communication		
7	Date of joining Govt. service		
8	Whether SC/ST/OBC/PwBD		
9	Date of Retirement and the post and level from which retired (Please enclose a copy of the retirement order)		
10	Name of the Ministry/Department/Organisation from which retired		
11	Last Pay drawn (Please enclose copy of LPC)		
12	Educational Qualifications (Please enclose a copy of the certificates)		
13	Brief Particulars of experience (A separate sheet may be annexed)		

I hereby declare the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete or ineligibility being detected any time before OR after selection, my candidature is liable to be rejected and I shall be bound by the decision of the Ministry of Electronics and Information Technology. I accept the terms and conditions for engagement as Consultant.

Signature:

Place:

Date: