

No. 2(14)/2021-P.II
Government of India
Ministry of Electronics & Information Technology
Electronics Niketan,
6, CGO, Complex , Lodhi Road

New Delhi-110003
Dated: 03.09.2026

CIRCULAR

Subject: Engagement of 02 retired Government servants as Consultants (Official Language) in MeitY on short-term contract basis- reg.

Ministry of Electronics and Information Technology invite applications from retired Govt. servants who have retired from the post of post of Senior Translator and above level, for engagement as Consultants (official Language) in MeitY.

2. The details including eligibility criteria, Terms & Conditions etc., are enclosed as Annexure-I. The Ministry reserves the right to accept or reject in part or full or all the responses without assigning any reasons whatsoever.

3. The last date for receipt of applications, in the prescribed format is **02.10.2026 (upto 5.00 PM)**. Applications received after due date/time and without supporting documents i.e. Copy of PPO, Last Pay Certificate will not be considered.

4. Application, as per Annexure-II, may be sent to the Deputy Secretary (Pers.), Ministry of Electronics and Information Technology, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi - 110003.

Encl: As above


(P.Victor Albuquerque)
Deputy Secretary(Pers.)

To:

1. All Ministries/Departments of the Government of India
2. Department of Personnel & Training for displaying on their website.
3. NIC/STQC Dte.
4. Intra-MeitY, Notice Board, MeitY
5. Web-master, MeitY.

Terms and Conditions for Engagement of Consultants

1. Eligibility and Job Description:

1.1 The candidate should have retired from Central Government Ministries/Departments having experience of functioning in Govt. bodies in Hindi/Official Language/Raj Bhasha related activities.

1.2 The candidate who have retired from the post of Senior Translator and above level, are eligible for engagement to the position of Consultant (Official Language).

1.3 The candidate should have the experience of translation from Hindi to English and vice-versa.

1.4 The candidate should have good communication and interpersonal skills, fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.

2. Period of Engagement:

2.1 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.

2.2 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.

3. Age Limit:

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

4. Remuneration:

4.1 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.

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

5. Selection Procedure

5.1 Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Consultants will be selected by a duly constituted Committee.

6. Working facilities to be provided:

6.1 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.

7. Other entitlements of Consultants:

7.1 **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.

7.2 **TA/DA:** No TA/DA is admissible for joining the assignment or on its completion. The Consultant will not be allowed any foreign travel at Government expenses. However, he/she shall be allowed TA/DA for travel inside the country in connection with official work as assigned to him/her by the Competent Authority.

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

7.4 **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.

8. Office time and working hours:

8.1 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.

8.2 The Consultants will be required to mark his attendance in Bio-metric System.

9. Tax deduction at Source:

9.1 The 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.

10. Confidentiality of data and documents:

10.1 The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall 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 this assignment or during the course of the assignment for the office, without the express written consent of the office. 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.

11. Conflict of Interest:

11.1 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.

12. Termination of service

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

- i. The Consultant is unable to accomplish the assigned works.
- ii. Quality of the accomplished work is not to the satisfaction of MeitY.
- iii. The Consultant fails in timely achievement of the milestones as decided by MeitY.
- iv. The Consultant is found lacking in honesty and integrity.
- v. The requirement of Consultant for the work assigned ceased to exist.
- vi. The undertaking given by the candidate is found false.
- vii. The Consultant completes 05 years of retirement.

12.2 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.

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

13.1 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.

14. Rights of Ministry of Electronics and IT:

14.1 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.

for engagement of Consultant (official language) in
Ministry of Electronics and Information Technology,
New Delhi

Annexure-II

To,

Deputy Secretary(Pers.)
Ministry of Electronics & IT
New Delhi-110003

Sir,

Please accept my application for engagement as Consultant (official language) in Ministry of Electronics and Information Technology, in pursuance of OM No. 2(14)/2021-P.II dated 03.09.2026. My details are given below:

Sr. No.	Particulars	To be filled by the Applicant
1.	Full Name (in Block Letters)	
2.	Father's/Husband's Name	
3.	Date of Birth	
4.	Age as on date	
5.	Whether SC/ST/OBC	
6.	Whether Physically Handicapped? (Yes/No)	
7.	Address for communication	
8.	Phone No.	
9.	Email ID	
10.	Date of Retirement and the post from which retired (enclosed copy of retirement order)	
11.	Name of the Ministry/Department from which retired	
12.	Last Pay Drawn (Please enclose copy)	
13.	Education/Technical Qualification (Please enclose copy of certificate/mark sheet)	
14.	P.P.O. No. (Please enclose copy)	
15.	Details of Computer Knowledge	
16.	Have you worked as Consultant or presently working as consultant? If yes, details of office remuneration etc.	

I hereby declare that 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 at any time before OR after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Ministry of Electronics and Information Technology. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Signature: _____

Place:

Date: