

No.2(2)/2023-P.II  
Government of India  
Ministry of Electronics & Information Technology  
Electronics Niketan,  
6, CGO, Complex , Lodhi Road


New Delhi-110003  
Dated: 07.02.2023

**OFFICE MEMORANDUM**

**Subject: Engagement of 11 Consultants in Ministry of Electronics and Information Technology on short-term contract basis- reg.**

Ministry of Electronics and Information Technology invites application from retired Govt. servants who have retired from the post of Under Secretary, Deputy Director, Section Officer, Assistant Section Officer or equivalent for engagement as Consultants purely on contract basis initially 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 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 **06.03.2023 (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 Director (Pers-II), Ministry of Electronics and Information Technology, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi – 110003.

  
(Rajesh Lugun)  
Deputy Director(P-II)

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 Condition 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.

1.2 The candidate who have retired from the post of Under Secretary, Deputy Director, Section Officer, Assistant Section Officer or equivalent, are eligible for engagement to the position of Consultant.

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

1.4 The candidate should have flair in noting/drafting, knowledge of various establishment/finance related rules/regulations of Govt. of India and capable of handling Administrative matters in one or more of the following areas:

General Administration, framing of Rules, Regulations, Vigilance matters, Court Cases, Parliament Questions and related matters, RTI, Procurement matters, examination of financial proposal, grant-in-aid, dealing with Subordinate/attached offices, Autonomous/Statutory Bodies 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 beyond one year depending upon the requirement of MeitY and performance review of the consultants or 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.

2.3 The engagement of Consultants would be of a temporary nature against the tasks assigned. The engagement can be cancelled at any time by MeitY without assigning any reason.

**3. Age Limit:**

3.1 Not more than 64 years of age on the last date 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 last 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 Candidates meeting the conditions shall be shortlisted on the basis of criteria like experience, qualification etc. The 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 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 be allowed TA/DA on official tour, if any, as per his entitlement at the time of retirement.

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

7.4 **Transportation Allowance:** A fixed amount of Rs. 7200/- (for Govt. servants retired at Level-9 and above)/ Rs. 3600/- (for Govt. servants retired at Level 6 to 8) as Transport Allowance for the purpose of commuting between the residence and the place of work shall be paid. 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 Transportation Allowance.

## **8. Working hours**

8.1 The consultants shall have to work as per the working hours of the Ministry of Electronics and Information Technology. 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 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 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 Consultants 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. The Consultants shall sign an agreement of confidentiality with the Government of India to this effect which shall contain a clause on Ethics and Integrity.

#### **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:

- 12.1.1 The Consultants is unable to accomplish the assigned works.
- 12.1.2 Quality of the accomplished work is not to the satisfaction of MeitY.
- 12.1.3 The Consultants fails in timely achievement of the milestones as decided by MeitY.
- 12.1.4 The Consultant is found lacking in honesty and integrity.
- 12.1.5 Posting of a government official who could do the Consultant's job.
- 12.1.6 The requirement of Consultant for the work assigned ceased to exist.
- 12.1.7 The undertaking given by the candidate is found false.
- 12.1.8 The Consultant completes 5 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.

**Annexure-II**

Application for engagement of Consultant on contract basis in the Ministry of Electronics and Information Technology, New Delhi

Recent passport size photograph

1.	Full Name (in Block Letters)	
2.	Father's/Husband's Name	
3.	Date of Birth	
4.	Contact details	Mobile/Tel. _____ e-mail _____
5.	Address for communication	
6.	Date of Joining of Govt. Service	
7.	Age as on date	
8.	Whether SC/ST/OBC	
9.	Whether Physically handicapped	
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/marksheet)	
14.	P.P.O. No. (Please enclose copy)	
15.	Details of Computer Knowledge)	
16.	Brief particulars of experience (A separate sheet may be annexed)	

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: