

No. A-19020/01/2017-D(Est.I/Gp.I)

Government of India

Ministry of Defence

D(Est.I/Gp.I)

Room No. 315, 'B' Wing, SenaBhawan

New Delhi, dated 11th January, 2017

CIRCULAR

It is proposed to engage retired personnel at the level of Section Officers and Private Secretaries as Consultant in this Ministry purely on temporary basis, as per guidelines dated 12.09.2012, amended from time to time. Officers retired from Ministry of Defence will be given preference.

2. Personnel engaged as Consultants will be paid a monthly remuneration of Rs. 20,000/- in case of officers retired in the Grade Pay of Rs. 4,800 (pre-revised)/ Level 8 and Rs. 22,500/- in the case of officers retired in the Grade Pay of Rs. 5,400 (pre-revised)/ Level-10.

3. Officers who have retired at the level of Section Officers and Private Secretaries and who are less than the age of **65 years** as on 31.03.2017 may furnish their application to D(Est.I/Gp.I) Section, Room No. 315, 'B' Wing, SenaBhawan, New Delhi within 15 days of the date of issue of this Circular. Application received after this date will not be entertained.


(Parveen Dudeja)

Under Secretary to the Govt. of India

Encl.:-

- i. Application Form
- ii. Guidelines dated 12.09.2012
- iii. Amendment to Guidelines dated 31.03.2014 and 06.07.2015

To,

1. Joint Secretaries of all the wings.
2. D (IT)/NIC, MoD-with the request to place this circular on the website of MoD.
3. MoD(Finance)

Application form for Engagement of Retired Officers
in the Ministry of Defence

Post Applied for Consultant

Level (tick on the SO / PS
appropriate post)



1. Name
2. Date of Birth
3. Address and contact telephone numbers
4. Date of joining Government Service
5. Date of retirement
6. Post held before retirement
7. Period for which already worked as consultant
8. Name of the Ministry from where retired
9. Educational Qualification
10. Whether SC/ST
11. Details of experience (for the last five years and especially the experience in the level of post for which application is made)

Post held	From	To	Subject handled (in Brief)

12. Details of knowledge in computer
13. Whether possess knowledge of Internet : Yes/No
14. Working Knowledge of Short-hand : Hindi / English
15. Any other information

I certify that the information furnished above to true and correct to the best of my knowledge and belief.

(Signature)

Date

Certificate from previous Office

Information furnished above are correct as per our official records.

Name

Designation

Date

Seal

Following documents are attached

1. Identity Proof
2. Copy of PPO
3. Address proof (Latest Electricity Bill/Bank Document showing address etc.)
4. Copy of certificate for Proof of Educational Qualification
5. Copy of Certificate for computer qualification
6. Copy of Service Verification Certificate