

Ministry of Defence  
D(Est.I/Gp.I)

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Subject : - Guidelines for appointment of consultants in the  
Ministry of Defence (Secretariat)

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A copy of order regarding guidelines for appointment of consultants in the Ministry of Defence (Secretariat) is enclosed herewith for kind information and necessary action. Persons willing to work as consultants in MoD (Secretariat) may please be advised to apply in the proforma enclosed.

(Naveen Kumar)  
Director

To

All Joint Secretaries and Additional Financial Advisors in the Ministry of  
Defence (Secretariat)

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MoD ID No. A-19020/2/12/-Gp.I dated September 12 , 2012.

Encl. – As above

## ORDER

With the approval of the Competent Authority, it has been decided that following guidelines would henceforth be strictly followed for appointment of Consultants in Ministry of Defence.

1. Rule governing appointment of the Consultants:

The Consultant shall be appointed as per Rule 176 of GFR 2005.

2. Number of Consultants:

The total number of Consultants to be appointed against vacant posts in any cadre at any point of time shall be not exceed 10 % of the sanctioned strength of that cadre or the number of vacancies in that cadre at that point of time, whichever is less.

3. Eligibility for appointment of Consultants:

(a) The Consultant shall not be engaged against vacant posts in any cadre which is below the level of Section Officer.

(b) The Consultant should have functional knowledge of computer and domain knowledge of the field for which he is applying.

(c) The Consultant who has worked in Ministry of Defence earlier would be preferred.

4. Procedure for Appointment of the Consultants:

(a) The persons willing to be appointed as Consultant shall submit the application in prescribed proforma to Estt. Section of MoD during the working hours on all working days.

(b) All the applications received during the fortnight shall be put up before the "Consultants Screening Committee" consisting of JS(E), Additional FA(S), MoD(Finance) & JS(Coordination/DDP) which shall examine all the applications with respect to guidelines as well as financial angle and make recommendations.

(c) The recommendations of the Committee shall be processed and put up to Hon'ble RM for approval through AS in charge of Estt. Division and Defence Secretary.

- (d) After the approval of Hon'ble RM is received, offer for appointment to the Consultant in prescribed proforma shall be issued by the Estt. Division of MoD.
- (e) On receipt of offer letter from MoD, the Consultant shall submit letter of consent in prescribed proforma along with the following:
  - (i) Agreement in prescribed proforma duly signed by the Consultant.
  - (ii) Medical Fitness Certificate in prescribed proforma by CMO, CGHS / AMA / CGHS empanelled hospital.
  - (iii) Police Verification in prescribed proforma in case Consultant is joining after six months after his date of retirement.

5. Procedure for termination of the services of the Consultants:

- (a) The "Unsatisfactory Performance Report" in respect of Consultant shall be submitted by the concerned JS of the wing to Estt. Section of MoD.
- (b) On receipt of such "Unsatisfactory Performance Report", the necessary process for termination of his contract shall be effected after giving opportunity to the Consultant to explain his position.
- (c) The services of the Consultant shall be terminated with the approval of Hon'ble RM.

6. Terms and Conditions appointment of the Consultants:

- (a) The Consultant shall be engaged initially for a period of six months which can further be extended for another six months by competent authority on recommendations of Consultants Screening Committee subject to his satisfactory performance as Consultant in his previous tenure. Under no circumstances the total tenure as Consultant shall exceed 2 years.
- (b) The remuneration payable to the Consultant will be as per the norms fixed by the Mod(Finance) from time to time for a particular rank.

- (c) The Consultant shall not be entitled for any other benefit/facilities except remuneration.
- (d) In case the Consultant has to proceed on tour, his TA/DA claim shall be regulated as per his entitlement at the time of retirement.
- (e) The Consultant shall be entitled to all the holidays which are in vogue in MoD but he shall not be entitled for any other kind of leave. During the period of his absence, the payment shall be deducted on pro-rata basis.
- (f) Any unauthorized absence beyond seven days shall be viewed seriously and it shall be presumed that the Consultant is no longer interested in working as Consultant and accordingly necessary process for termination of his contract shall be effected after giving opportunity to the Consultant to explain his position.
- (g) The Consultant shall have to work as per the working hours prescribed by MoD
- (h) The services of the Consultant shall be discontinued by MoD by giving him one week notice.
- (i) The Consultant will enter into an agreement with MoD as per the proforma prescribe by MoD.
- (j) The Consultant shall have to take an oath of allegiance as per proforma prescribed by MoD.
- (k) The Consultant shall not exercise any statutory, legal and financial power.

7. Posting of the Consultants:

- (a) Posting of Consultants shall be done by the Estt. Division as per the requirement in various sections.
- (b) No retired Government Servant shall be eligible for appointment as a Consultant unless after a gap of at least 15 days from his date of retirement.
- (c) The Consultant shall not be posted in the section identified as 'sensitive'

8. Interpretation Clause:

- (a) The power to interpret any of the guidelines or power to settle any dispute arising out of these guidelines shall lie with AS in charge of Estt. Division of MoD whose decision shall be final and binding both on the Consultant.
- (b) Any condition not explicitly covered under these guidelines shall be put up to AS in charge of Estt. Division of Mod for decision who shall be final and binding on the Consultant.

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

Post Applied for  
Level (tick on the  
appropriate post)

..  
Consultant  
SO / PS  
  
US / PPS  
  
DS / Sr. PPS  
  
Director / PSO

Recent PP size Photo
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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. 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 Caste Certificate
6. Copy of Certificate for computer qualification
7. Copy of Service Verification Certificate