

F.No. A-19020/05/2021-D[Estt.I/Gp.1]

Government of India
Ministry of Defence
Department of Defence

Room No.315, "B" Wing
Sena Bhawan, New Delhi.

Dated the 29th April 2021

CIRCULAR

SUBJECT: ENGAGEMENT OF CONSULTANTS FOR IMPLEMENTATION CELL IN
DEPARTMENT OF DEFENCE, MINISTRY OF DEFENCE.

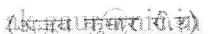
It is proposed to engage two (2) officers retired from Ministries/Departments of Government of India at the level of Deputy Secretary / Director as consultants in the Department of Defence, Ministry of Defence purely on contract basis on a monthly remuneration as per Department of Expenditure, Ministry of Finance O.M. No. 3-25/ 2020-E. IIIA dated 09/12/2020. The engagement shall initially be for a period of 6 months, which is further extendable subject to satisfactory performance.

2. The terms & conditions for the engagement on contract basis is enclosed at ANNEXURE-I.

3. Interested candidates, who fulfil the eligibility criteria, may submit their applications in the prescribed proforma (ANNEXURE-II), alongwith a copy of the PPO & Last Pay Drawn, to the undersigned latest by 28th May 2021.


(Ajay Kumar Gaur)

Under Secretary to the Govt. of India
Tel.No. 23012846

Email : 
(AJAY KUMAR GAUR)
अवर सचिव (स्थापना-1/सप-1)
Under Secretary (Estt.-I/Gp-I)
रक्षा विभाग, नई दिल्ली
Ministry of Defence, New Delhi
E/PM/1/Tele.....

To

All Ministries/Departments of Government of India


Copy to: -

- 1) Under Secretary (CS. I), DOP&T, Lok Nayak Bhawan, Khan Market, New Delhi with request to upload this circular on the website of DOP&T for wide circulation.
- 2) Tech. Director, NIC, MoD with the request to arrange uploading of this circular in MoD's website [What's New]. This has approval of JS(E), DoD, MoD.

TERMS & CONDITIONS FOR ENGAGEMENT OF CONSULTANT AT DEPUTY
SECRETARY/DIRECTOR LEVEL IN THE MINISTRY OF DEFENCE


1. No. of consultants: Two (2)
2. Period of engagement: The engagement shall be initially for a period of 6 months, which is further extendable subject to satisfactory performance.
3. Scope of duties:
 - To list the reports/recommendations of various Committees/Task Forces on relevant issues post-independence and submit the summary/action taken report/implementation status for perusal of senior officers.
 - To coordinate and liaise with various Wings/Depts. Within MoD for the above work.
 - Any other work as assigned from time to time.
4. Eligibility: (A) Essential
 - Retired Officers at the level of DS/Director in the Government of India or equivalent level.
 - Experience in dealing with policy matters(B) Desirable

Should have worked in Ministry of Defence for at least 2 years.
5. Age: They should have attained not more than the 64 years of age as on the last date of receipt of application.
6. Remuneration: A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay last drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contact. There will be no annual increment/percentage increase during the contract period.
7. Leave: The consultants will be entitled for the paid leave at the rate of 1.5 days for each complete month of service. Accumulation of leave beyond calendar year may not be allowed. In special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturday's/Sundays/Holidays, they may be given compensatory off.
8. House Rent Allowance: No HRA shall be admissible to the Consultants.
9. Transport Allowance: The Consultants shall not be allowed Transport Allowance for commuting between the residence and the place of work. However, they may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.


CAJAY KUMAR C.
Under Secretary (Gen)
Ministry of Defence,
New Delhi.

Contd./-


10. Confidentiality of record/data etc.: The Consultants will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(S) any information/data that may come to their notice during the period of their engagement as 'Consultant' in the Ministry. All such documents will be the property of the Government.
11. Tax deduction at Source: 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 for which the office will issue TDS certificate.
12. Termination of Consultancy: The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 7 days. In case, a Consultant desires to leave the assignment, he/she is to give 7 days' notice which can be curtailed/extended depending upon the workload.


(विजय कुमार सिंह)
DAYAX KUMAR SINGH
अवर सचिव (सिप-1/अस)।
Under Secretary (Sd-1/Asst)
रक्षा विभाग, सशस्त्र बल
Ministry of Defence, New Delhi
दूरभाष/Tele.

APPLICATION PROFORMA FOR ENGAGEMENT AS CONSULATNT IN THE
MINISTRY OF DEFENCE

1	Name in full (Block Letters)					
2	Date of Birth					
3	Date of retirement					
4	Educational Qualification					
5	AADHAR No. (Enclose Xerox copy)					
6	PAN No. (Enclose Xerox copy)					
7	PPO No. (Enclose Xerox copy)					
8	Complete residential address					
9	Mobile Number					
10	email ID					
11	Last Office Address					
12	Brief particulars of experience in Govt. service during last five years, just before retirement					
	Post Held	From	To	Pay Level PB/GP	Area of experience	Last Pay Drawn and Basic Pension
13	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary					
14	Publications					
15	Availability (Time required for joining)					

Note – A recent passport size photograph may be pasted at the top right corner of the application proforma.


 (AJAY KUMAR GAUR)
 Under Secretary (Estt-1/Defence)
 Ministry of Defence, New Delhi
 Phone: 23731111


Contd./-

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the term & conditions for engagement of Consultants.

Place:

Date:

(Signature of the Candidate)


28/02/2017
(अजय कुमार गौर)
(AJAY KUMAR GAUR)
अवर सचिव (सापवा-1/सपव-1)
Under Secretary (Estt.-1/GP-1)
रक्षा विभाग, नई दिल्ली
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