

**F.NoA.12011/4/2014-Estt.**  
**Government of India**  
**Ministry of Consumer Affairs, Food & Public Distribution**  
**Department of Consumer Affairs**

Krishi Bhavan, New Delhi  
23 March, 2016

**OFFICE MEMORANDUM**

**Subject: Engagement of Consultants in the Department of Consumer Affairs – reg.**

The Department of Consumer Affairs invites applications for engagement of Consultants from retired Section Officers/ Assistants purely on Contract Basis initially for a period of 3-months from the date of engagement or till further orders whichever is earlier. The details regarding eligibility criteria, terms of references, etc. are as under:-

- (i) The engagement of the Consultant will be purely on contract basis.
- (ii) The person shall be well acquainted with the functioning of Central Govt. Ministries / Public Departments. Persons retired from the post of Section Officer / Assistants from the Central Govt. Ministries / Departments having experience in the relevant field of work shall be given preference. Candidates should not be more than 63 years of age on the last date of receipt of application in the Department.
- (iii) Initially the contract period would be for a period of 3 months, it may be extended or curtailed. The total period of engagement of Consultant shall not exceed 3 years or 65 years of age whichever is earlier.
- (iv) The person must be able to work in MS Word and should be proficient in examining the cases, noting and drafting.
- (v) The Consultant will be paid a consolidated fee which will comprise last pay drawn plus existing DA as on date minus pension plus existing Dearness Relief. An amount of Rs.1500/- as conveyance allowance will also be admissible. The payment would be made on monthly basis as per monthly remuneration agreed to at the time of engagement. Income tax or any other tax, whichever are applicable will be deducted as per the prevailing rules at source before effecting the payment for which the Department will issue TDS certificate. Service Tax Certificate as applicable shall be payable extra at the prevalent rates.No HRA, DA will be paid.The consultation will not be entitled for residential accomadation.
- (vi) The Consultant shall be eligible for 8 days leave in a calendar year. This leave will not be carried forward.
- (vii) The Candidate will require to sign a non-disclosure undertaking.

...2/-

- (viii) The Department may terminate the Consultant in case he is unable to achieve the assigned works within the time-frame, the work assigned to him is not satisfactory to the Department and found lacking in honesty and integrity. Termination shall be effected by written notice served on the Consultant and shall take effect in 15 days of delivery of such notice.
- (ix) Department shall also reserve the right to terminate the service of Consultant at any time without giving any notice and also without assigning any reason.
- (x) The Consultants may be called in the Office on Saturdays, Sundays and other Gazetted Holidays, in case urgency arises.
2. Interested and eligible candidates may submit their applications in the enclosed proforma to the Director (Estt.), Department of Consumer Affairs, Krishi Bhavan, New Delhi. The last date of receipt of applications is 4<sup>th</sup> April, 2016.

Encl. As above

  
(M.A. Chaudhury)  
Under Secretary (Estt.)  
Tel: 2338 11 20

To

1. All the Ministries and Departments of the Govt. of India with the request to give wide publicity to the circular amongst the retired Section Officers.
2. All the Sections in the Department of Consumer Affairs.
3. NIC Cell with the request to upload the circulars on the website of the Deptt. of Consumer Affairs. This has the approval of JS(CA).

**PROFORMA**

**APPLICATION FOR ENGAGEMENT OF CONSULTANT IN THE DEPARTMENT  
OF CONSUMER AFFAIRS**

1.	Name in full (Block Letters)				
2.	Date of Birth (in Christian era)				
3.	Date of superannuation from Govt. service				
4.	PPO No.				
5.	Educational Qualifications				
6.	Complete Residential Address				
7.	Telephone & Mobile Nos.				
8.	E-mail ID				
9.	Position held since entry into service				
	Designation & Place of Posting including the name of the Ministry/ Department	Scale of Pay	From	To	Nature of work performed
10.	Additional relevant information, if any, in support of your suitability for the said engagement. Attach a separate sheet, if necessary.				

Signature of the Candidate

Place:

Date: