

No. A-12034/02/2017-E.I  
Government of India  
Ministry of Road Transport and Highways

Transport Bhawan,  
1, Parliament Street, New Delhi-110001.

Dated: 23<sup>rd</sup> Nov., 2020

**CIRCULAR**

**Subject:** Engagement of 03 Retired Secretarial Central Government/ State Government/ PSUs/ Autonomous bodies/ Statutory bodies officers/employees for secretarial work (Non-Technical) as Consultant(s) at Section Officer Level in Ministry of Road Transport and Highways purely on contractual basis.

It is proposed to engage 03 (Three) retired Government Employees at Section Officer Level to work as full time Consultants in Ministry of Road Transport and Highways, Transport Bhawan, Parliament Street, New Delhi-110001, purely on contract basis.

2. The eligibility criteria, terms and conditions and remuneration are as follows:

**Eligibility:**

- i. Must have retired from Central Government/ State Government/ PSUs/ Autonomous bodies/ statutory bodies at Section Officer Level. However, preference will be given to the retired official from Ministries/Departments of Govt. of India.
- ii. Must be well acquainted with the functioning of Government/Ministries.
- iii. Should be well aware of various rules/regulations of Government of India, capable to handle administrative matters framing of Recruitment Rules, General Administration matters, Vigilance matters, Cash matters, Financial matters, Parliamentary matters, Budget matter etc.
- iv. The maximum age limit for all categories of Consultants will be 65 years on the closing date of receipt of application.
- v. Must have very good working knowledge of computer(MS Office/E-Office/Internet/E-mail).

**Terms & Conditions:**

- i. The initial engagement as Consultant shall be for the period of one year, which may be extended, based on requirement of the Division and performance of Consultant(s) concerned, for a maximum period of one year at a time and not more than 3 terms excluding initial period of engagement.
- ii. The Consultant should maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of contract, failing which the consultant will be liable for suitable action. For this, he/she is required to give a non-disclosure undertaking.

- iii. The consultant shall have to perform duties/services as assigned to him/her by his/her controlling officer with all necessary skills, diligence, efficiency and economy.
- iv. No other facilities shall be provided. The person engaged on contract basis shall not be entitled to any other benefit like DA, HRA, Provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits as available to the regular Government Servant.
- v. Working hours shall be from 9.00 am to 5.30 pm. No extra compensation will be paid apart from consolidated remuneration admissible even if a person attends office on holidays and work beyond normal office hours.
- vi. Consultants shall be eligible for 8 days leave in a calendar year on pro-rata basis. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken.
- vii. The Consultant shall not be entitled to any TA/DA for joining the appointment.
- viii. Engagement may be terminated at any time by the competent authority without assigning any reason and without any notice.
- ix. Recruitment is only for Ministry of Road Transport and Highways (HQ), Transport Bhawan, Parliament Street, New Delhi-110001.
- x. Decision of the selection committee will be final and binding on all candidates.

**Remuneration:**

The consolidated consultancy fee/remuneration to be paid would be Rs. 50,500/- per month (Emoluments: Rs. 45,000/- + Conveyance Allowance: Rs. 5,500/- per month).

3. The persons who fulfil the eligibility criteria as mentioned above and willing to work as consultant on the terms and conditions mentioned above, may submit their application, in the prescribed format enclosed as Annexure-I, to reach physically on or before 15.12.2020 by 5.00 p.m. to:

The Under Secretary (Establishment-I&I(B))  
Ministry of Road Transport & Highways,  
Room No. 430, Transport Bhawan,  
Parliament Street, New Delhi-110001.

4. The Ministries/Departments may also give wide publicity of this Circular among their staff/ Attached/Subordinate Offices etc.

Encl: o/a

*R. Malik*  
*23/11/2020*  
(Rajesh Malik)

Under Secretary to the Government of India  
Tele: 23717379

To

- 1) NIC for uploading on e-office portal as well as this Ministry's website.
- 2) Department of Personnel and Training (Kind Attention: Under Secretary, CS-I Division), Lok Nayak Bhawan, Khan Market, New Delhi-110003 for uploading on its website for wide publicity.

**Application Format for Engagement of Consultant in Ministry of Road Transport and Highways, New Delhi**

1.	Name		Photograph		
2.	Father's Name /Husband's Name				
3.	Date of Birth				
4.	Nationality				
5.	E-mail id with Telephone/Mobile No.				
6.	Date of Retirement and the post from which retired (enclose copy of retirement order)				
7.	PPO Number (enclose copy)				
8.	Name of Ministry/Department from which retired				
9.	Address for communication				
10.	Educational Qualification				
11.	Details of Experience (Add a separate Sheet if required)				
	Organization/ Institute	Period		Nature of Work	Remarks
		From	To		

Declaration

I, \_\_\_\_\_, do hereby declare that particulars furnished above are true and correct to the best of my knowledge. I understand and agree that in the event of any information being false/ incorrect/ incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of Ministry of Road Transport & Highways in this regard. All the terms and conditions of engagement as mentioned in the circular are acceptable to me.

Signature

Place:

Date:

Full Name of the applicant