

A-12034/1/2020-Estt-II
Government of India
Ministry of Social Justice & Empowerment
Department of Social Justice & Empowerment

Shastri Bhawan, New Delhi-01
Dated: 17th November, 2022

CIRCULAR

Subject: Notice inviting applications for engagement of Consultants in the Department of Social Justice & Empowerment, on contract basis.

Department of Social Justice & Empowerment invites applications for engagement of Consultants from retired officers from Central Government Ministries/Departments, for engagement as Consultant purely on contractual basis.

2. The eligibility criteria/experience and terms and conditions of the engagement are as under:

- i. **Consultant for Plan Division (01 post):** Retired officers of Central Government in the level of Deputy Secretary. Should have experience in handling work relating to Policy matters/Schemes/Parliamentary matters/preparation of Budget and Annual report /Court Cases etc.
- ii. **Consultant for DP Division (02 posts):** Retired officers of Central Government in the level of Under Secretary and Principal Private Secretary. Should have experience in handling work relating to Policy matters/Schemes/Parliamentary matters/RTI-PG matters/ Court Cases/ Grant-in-Aid/ drafting SFC/EFC/Cabinet Note etc. Retired PPS should have experience in preparation of the same, getting shorthand dictation and other miscellaneous work.
- iii. **Consultant for Legal Cell/SCD-V (03 posts):** Retired officers of Central Government in the level of Under Secretary with Degree of LLB (desirable) and having experience in handling legal matters/court cases related to Supreme Court/High Court/CAT etc.
- iv. **Consultant for FC & PG/RTI Cell (01 post):** Retired officers of Central Government in the level of Section Officer and having experience in handling Public Grievances/RTI applications/awareness of CPGRAMS portal etc.
- v. **Consultant for IFD (01 post):** Retired officers of Central Government in the level of Section Officer/Under Secretary having experience of working in IFD & Budget. Should be capable of examining Annual accounts, financial statements, Board draft resolutions, Department of Public Enterprises (DPE) guidelines and implementation of India Accounting standard prescribed by Ministry of Company Affairs etc. The consultant must be well versed in commercial accounts and in broad understanding of DPE & Ministry of Company Affairs orders/guidelines etc.
- vi. **Consultant for RL Cell/Corporate Cell (01 post):** Retired officers of Central Government in the level of Section Officer. Should have experience in handling work relating to revision of Scheduled Caste list, verification of SC claims, Parliamentary work such as Private Members Bill, Questions, matter raised under Rule 377, Special Mentions, Legislation under clause (2) of Article 341 of the Constitution of India, RTI matters, Caste Certificate matters etc.
- vii. **Consultant for PCR Desk (02 posts):** Retired officers of Central Government in the level of Section Officer. Should be capable to deal with Amendments in the Acts, Private Member Bill, Resolutions, Rule-377, Parliament Questions/Assurances, Special Mentions, RTI, release of Central Assistance to States/UTs, Secretariat work, matters related to offences of untouchability & atrocities, Public Grievances and preparing & laying of Annual Reports in Parliament etc.

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- viii. **Consultant for BC-I Section (01 post):** Retired officers of Central Government in the level of Section Officer. Should be capable to deal with Court Cases, CPGRAMS, miscellaneous works like preparation of Consultative Committee/OBC Committee works, preparation of presentation & report for PMO, O/o Ministers, Annual Report etc.
- ix. **Consultant for BC-II Section (01 post):** Retired officers of Central Government in the level of Section Officer. Should be capable to deal with Court Cases, VIP reference, Secretariat & other miscellaneous work etc.
- x. **Consultant for BC-III Section (02 posts):** Retired officers of Central Government in the level of Section Officer. Should be capable to deal with supervisory work as defined for Section Officers and having experience with administrative matter, Court Cases, miscellaneous secretariat work, DWBDNC Board related work etc.

Note: All the applicants should have competency in drafting of noting and communications and working knowledge in MS Word, MS Excel, MS Power Point, e-office etc.

3. The tenure of contract shall be initially for one year which is extendable on the basis of requirement of the office and performance of the candidate. The Contract can be terminated at any time at the discretion of the Department, if the performance of the person so engaged is not found satisfactory.
4. The Department of Social Justice & Empowerment reserves the right to accept or reject the applications without assigning any reasons.
5. **Cut-off Age:** The age of the applicant shall not exceed 63 years as on last date of receipt of application.
6. **Monthly remuneration:** The monthly remuneration of the Consultants will be regulated as per the instructions of the Department of Expenditure, Ministry of Finance's O.M. No. 3-25/2020-E.IIIA dated 09.12.2020. The Consultants may be called to the Office on Holidays or may be asked to sit late in the office after office hours, in case of exigency of work. No extra allowances will be permissible for the same.
7. Interested persons may apply in the enclosed proforma and may forward the signed scanned copy of the application along with enclosures via mail at amit.jha85@nic.in on or before the closing date.
8. The last date for receipt of applications is 09.12.2022.

Asokan P.K.
(Asokan P.K.)

Under Secretary to the Govt. of India

Encl: Prescribed pro-forma for application.

To

1. All Ministries/Departments.
2. NIC, D/o SJE with request to publish above advertisement in the website.
3. E-Office Notice Board, D/o SJE.

BIO-DATA

A. Post Applied For:

Affix a latest
passport size
photo

B. Personal Information:

1.	Name	
2.	Address for communication	
3.	Telephone/ Mobile No.	
4.	E-mail ID	
5.	Date of Birth	
6.	Date of Retirement	
7.	Name of Ministry/ Department from which retired (enclose copy of retirement order)	
8.	PPO Number (enclose copy)	
9.	Present age as on 09.12.2022	
10.	Educational Qualification	
11.	Professional Qualification, if any	

C. Details of previous employment/ experience (in Chronological order) (Add a separate Sheet if required)

S.No.	Name of Organisation	Post Held	Period of Employment		Nature of assignments undertaken	Last Pay Drawn
			From	To		

D. Certified that the information furnished above are true to the best of my knowledge and belief. I understand that in case any of the information furnished above is found to be false, at any stage before or after appointment, my appointment will be liable to be cancelled and suitable legal action can be taken against me.

Signature

(Name)

Enclosures:

Date: