

No. 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 the 27th June, 2024

CIRCULAR

Subject: Notice inviting applications from retired Central govt officers for engagement as Consultant on contract basis in the Department of Social Justice and Empowerment reg

Department of Social Justice & Empowerment invites applications for engagement of Consultant 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:

Consultant for Hindi Section (01 post): Retired officers of Central Government who have served on the post of Deputy Director or Joint Director of Central Secretariat Official Language Services and have experience in handling work relating to Hindi Section in various Ministries/Departments.

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 **shubham.saini95@gov.in** on or before **the closing date.**

8. The last date for receipt of applications is **12.07.2024.**

(Prabhudas Xalxo)
Director

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 SJ&E.

BIO-DATA

A. Post Applied For:

Affix a latest
Passport Size
Photograph

B. Personal Information:

1.	Name	
2.	Address for communication	
3.	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.	Age as on 12.07.2024	
10.	Educational Qualification	
11.	Professional Qualification, if any	

12. 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		

C. 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

Enclosures:

Date: