

**A-12011/03/2020-Estt. (Part-2)**  
**Government of India**  
**Ministry of Skill Development & Entrepreneurship**

Shram Shakti Bhawan, Rafi Marg  
New Delhi-110001, Dated 03<sup>rd</sup> April, 2023

**VACANCY CIRCULAR**

**Subject:- Engagement of One Consultant for IFD in the Ministry of Skill Development and Entrepreneurship - reg.**

Ministry of Skill Development and Entrepreneurship proposes to engage one Consultant on contract basis. Applications are invited from retired Govt. employees who have retired as Assistant Section Officer (minimum 5 years experience)/ Section Officer/Under Secretary from Government organisations. The period of engagement is initially for one year from the date of appointment. It may be extended for additional period of one year, at a time, if the services are required, subject to the Consultant meeting the eligibility criteria mentioned in Annexure-I to this circular.

2. Interested and eligible candidate may submit their applications in the enclosed format (Annexure) along with supporting documents through email to prabha.s72@gov.in and satish.kumar70@nic.in within 30 days from publication of this advertisement date. Original documents will be required for verification at the time of joining. No TA/DA will be payable by the Ministry/Department to attend the interview. The eligibility criteria and terms and conditions of engagement are given in Annexure-I.



(Prabha Sharma)

Under Secretary to Govt of India  
Tel: 011-23465890

Terms of Reference for engaging Consultant

1.	Name of the post	<b>Consultant</b>
2.	Number of posts	<b>One</b>
3.	Eligibility Criteria and Scope of work/Job responsibility	<p><b><u>Level of ASO/SO/US – Post -01</u></b></p> <p><b>Eligibility Criteria</b>-Govt. employee who has retired as Assistant Section Officer (minimum 5 years experience)/ Section Officer/Under Secretary from a Government organization and has a minimum of three years experience in handling Finance matters in a Central Ministry.</p> <p><b>Scope of work/Job responsibility :</b></p> <ul style="list-style-type: none"><li>• Examination of Financial Proposal as per contract or scheme guidelines.</li><li>• Analysis of EFC/SFC Proposals.</li><li>• Examination of EOI/RFP/Bid Documents</li><li>• Examination of contract</li><li>• Examination of various proposals relating to concurrence of FA as per guidelines of GFR.</li><li>• Thorough knowledge of GFR and Purchase Procedures.</li><li>• Awareness of various existing rules/guidelines of DoE for release of funds.</li><li>• Knowledge of MS Office.</li></ul>
4.	Period of engagement	The period of engagement on contract will be initially for a period of one year.
5.	Extension of period of contract	The appointment to the above post will be purely on contract basis initially for a period of one year. further extendable by another year subject to the appointee's satisfactory performance and the requirement his/her services. The performance of the Consultants will be reviewed every year and their contract shall be extended or discontinued (as the case may be) depending on their performance. The decision of Ministry of Skill Development & Entrepreneurship shall be final in this regard.
6.	Age Limit	Maximum age limit for applying for the post is <b>62 years</b> (as on the last date of receipt of application). However, age limit for extension of the tenure of engagement would be 65 years. Continuation of contract upto 65 years of age will require the approval of Secretary MSDE keeping in view the health condition of the

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		Consultant. Extension of contract beyond 65 will be done with the approval of Deptt. of Expenditure depending on the essentiality of his/her services and the level of his/her expertise.
7.	Remuneration(per month)	A fixed monthly amount shall be admissible as pay, which would be arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period.
8.	Leave	Paid leave of 1.5 days for each completed calendar month of service will be admissible to a Consultant. Accumulation of leave beyond a calendar year will not be allowed.
9.	Other terms of engagement	<ol style="list-style-type: none"> <li>1. The Consultant will not be entitled to any separate monthly allowance such as Dearness Allowance, conveyance allowance, HRA etc except transport allowance discussed at Para 9 below. However, in case, the Consultant is required to travel outside Delhi in connection with the work/assignment, the Ministry shall reimburse the actual cost of travel and daily allowance as per the Rules/ regulation of the central Government applicable to Group A Gazetted Officer.</li> <li>2. The Consultant will not be eligible for any other facilities such as residential telephone, residential accommodation, CGHS and medical reimbursement, personal support staff, Transport facilities etc.</li> <li>3. The Consultant will be required to discharge all the duties as assigned to him/her by the MSDE.</li> <li>4. 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 MSDE will issue TDS Certificate.</li> <li>5. The Consultant shall, in no case, work or represent in court or before any other authority, tribunal etc. or give opinion, advice to any person other than MSDE in any matter during the during the period of his/her engagement with MSDE. Further, in no case, the Consultant shall act, or conduct anything regard to any person or render any advice to MSDE which is adverse to the interest of MSDE.</li> <li>6. The Contract of Consultant may be terminated, after giving one month notice, in the following situations: <ul style="list-style-type: none"> <li>• If the Consultant is unable to do the assigned work.</li> <li>• Quality of assigned work is not to the satisfaction of the MSDE.</li> <li>• If the Consultant is absent from duty without due authorization.</li> </ul> </li> <li>7. If the Ministry elects not to renew the contract of the Consultant at the end of period, the notice period is not applicable.</li> <li>8. However, MSDE reserves the right to terminate the contract <b>without giving any explanation or whatsoever</b> with immediate effect without any</li> </ol>

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		<p>remuneration or notice period on the ground of proven misconducts.</p> <p>9. Termination on other grounds shall be effected by written notice of 30 days served to the Consultant. The termination will be without prejudice to either party's rights accrued before termination</p> <p>10. The Consultant is required to give one month notice to the MSDE in case he/she opts to quit the assignment which requires the acceptance by the competent authority in the Ministry for relieving him from the assignment.</p> <p>11. Jurisdiction for legal disputes, if any arising during the period of the contract, will be in Delhi Courts only.</p> <p>12. The person who has worked as Consultant shall not disclose any information held by him/her during the period of such engagement to any person other than MSDE at any time whether during continuance of such engagement or after its severance. Further the Consultant shall not represent or advice or work for any person in the matter related to MSDE or against the interests of MSDE/Central Govt., for 2 years from the date of termination or discharge from the post of Consultant.</p>
10.	Transport Allowance	An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as Consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement. Also, the Consultant shall not be allowed foreign travel at Government expense.
11.	Selection process	Only the shortlisted candidates will be called for the interview. Final selection will be done on the basis of performance in personal interview by a selection committee. No TA or DA will be paid for attending the interview. At the time of interview, shortlisted candidates are required to produce their bio-data and certificates, in original, for verification.
12.	Attendance and working hours	The working hours of the Consultant will be same as for regular Govt. employee working in the Ministry. No Extra remuneration shall be paid for working beyond office hours or on Saturdays/Sundays/Gazetted holidays. Compulsory leave in such cases shall be at the discretion of the competent authority.
13.	Confidentiality and Secrecy	During the period of engagement with MSDE, the Consultant has to strictly comply with the provisions of India Official Secret Act, 1923 and will not divulge any information gathered during the period of his/her assignment, to anyone who is not authorized to know the same.

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**Application Form for engagement of Retd. Govt. Servants as Consultants in the Ministry of  
Skill Development and Entrepreneurship**

**(Note: Please type the particulars):**

1. Name: \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Domicile: \_\_\_\_\_
5. Nationality: \_\_\_\_\_
6. Postal Address for correspondence: \_\_\_\_\_
7. E-mail: \_\_\_\_\_
8. Mobile: \_\_\_\_\_
9. Educational Qualifications: \_\_\_\_\_

10. Positions held in the Govt. during last ten years of service:

Sl. No.	Designation & Place of posting including the name of the Ministry/Department	Scale of pay	From	To	Nature of duties performed

11. Skills/ Trainings:
12. Any other specific information, if any, in support of your suitability for the said engagement (Use separate sheets, if necessary).
13. Please attach a copy of Pension Payment Order (PPO)

Name and Signature of the Applicant

Place:

Date:

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