

F. No.15011/118/2018-Jus (AU) (4393)

Government of India
Ministry of Law & Justice
Department of Justice
(Administration Section)

Jaisalmer House, 26 Man Singh Road
New Delhi-110011

Dated:5th March,2024

CIRCULAR

Subject: Engagement of Retired Government Officers as Consultants in Department of Justice-regarding.

Applications are invited from retired Government servants at the level of Section Officers/Sr. Accounts Officer/ equivalent level or above for engagement as Consultants in Department of Justice.

The eligibility, remuneration, job description and other general terms and conditions for engagement of consultant is as under:-

a	No. of personnel to be engaged	06 (Four) Consultants , which can vary at the discretion of the competent authority
b	Period of engagement	Initially for one year, this can be extended or shortened at the discretion of the competent authority. Extension, if any, will be based on the performance of the earlier tenure
c	Eligibility criteria	1. Retired government servant at the level of: (a) Section Officer or equivalent in Level 8/10 of Pay Matrix as per 7th CPC or in PB-III with GP R. 4800/5400 as per 6 th CPC; Or Sr. Accounts Officer or equivalent in Level 10 of Pay Matrix as per 7th CPC or in PB- III with GP Rs. 5400 as per 6th CPC. Or Officers above the level listed at (a) above (b) Having experience in Establishment, Cadre management, Vigilance, Pay fixation Pension, Personnel, APAR/Confidential Cell, Financial Matters, having good knowledge in examining of books of accounts and scrutiny of audit /inspection reports. The Candidate should possess good analytical ability and writing skills 2. Conversant with computers and able to perform work in electronic mode. 3. Age up to 64 years on the date of issue of this Circular
d	Remuneration and terms and conditions of contract for engagement	The remuneration paid, leave and other conditions of engagement will be as per DoPT guidelines and will be governed by Department of Expenditure's O.M. No. 3-

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		25/202-E.IIIA dated 09.12.2020 as amended from time to time
e	Job description	Establishment related work, policy work
f	Other terms and conditions for engagement	<p>i. The consultant shall have to perform duties/services as assigned to him/her by the controlling officer with all necessary skills, diligence, efficiency and economy.</p> <p>ii. The consultant shall 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.</p> <p>iii. The normal working hours shall be from 9.00 am to 5.30 pm. However, in exigencies, he/she may be called for services on holidays or beyond normal working hours.</p> <p>iv. Place of work will be in the Jaisalmer House, 26 Mansingh Marg, New Delhi. Services of consultant can be asked to proceed to any place in India in connection with official duties for which he will be entitled to the TA/DA as per GoI Instructions</p> <p>v. No other facilities shall be provided. The person engaged on contract basis shall not be entitled to any other benefit like Provident Fund, Pension, Insurance, Gratuity, Medical Attendance/Treatment, Seniority, Promotion etc. Or any other benefits as available to the regular Government Servant.</p> <p>vi. The consultancy will start from the date he/she joins the office.</p> <p>vii. The consultant will have to make his attendance in Aadhar enabled Biometric Attendance System.</p> <p>viii. During the contract period, no other assignment/consultancy of any type will be accepted by the consultant.</p> <p>ix. 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.</p> <p>x. The engagement of consultants would be of temporary nature against the tasks assigned. Ministry can terminate the services/contract of the consultant any time giving one month's notice without assigning any reason thereof, if:</p> <p>a. The Consultant is unable to accomplish the assigned works.</p> <p>b. Quality of the accomplished work is not to the satisfaction of Department of Justice.</p> <p>c. The Consultant fails in timely achievement of the milestone as decided by Department of Justice.</p> <p>d. The Consultant is found lacking in honesty and integrity.</p> <p>e. Posting of a government official who could do the</p>

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	<p>Consultant's job.</p> <p>f. The requirement of consultant for the work assigned ceases to exist.</p> <p>g. The undertaking given by the candidate is found false.</p> <p>xi. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken.</p> <p>xii. The Consultant shall not be entitled to any TA/DA for joining the appointment.</p> <p>xiii. Decision of selection committee/competent authority will be final and binding on all candidates/consultants</p> <p>xiv. Consultant will have no Administrative, Statutory or financial powers</p>
g	<p>The applicant can apply in the prescribed format enclosed as Annexure and application to be sent in an envelope superscribing "APPLICATION FOR APPOINTMENT OF CONSULTANT IN DEPARTMENT OF JUSTICE, to: -</p> <p style="text-align: center;">The Under Secretary (Administration) Department of Justice Room No.19-A, Jaisalmer House, 26 Mansingh Road New Delhi-110011. Email: yadav.sanjay05@nic.in</p> <p>The application may also be sent by email mentioning the above in the subject line to: rc.ahuja@nic.in</p>
h	<p>Complete filled in application should reach in this Office within 10 days of issue of this circular</p>

Sanjay Kumar
(Sanjay Kumar)

Under Secretary Government of India,
Tele No. 011-23072137

Copy to:

1. All Ministries/Department for giving wide publicity.
2. The Controller & Auditor General of India, Pocket-9, Dindayal Upadhaya, Marg, New Delhi-110024.
3. The Controller General of Account, Mahalekha Niyantarak Bhawan, Ministry of Finance, GPO Complex, Block 'E', Aviation colony, INA Colony, New Delhi-110023.
4. The Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi CAntt-110010.
5. The Under Secretary, CS-I Section Department of Personnel and Training, Lok Nayak Bhawan, Khan Market, New Delhi-110003 for uploading on their website.
6. The Under Secretary (IT) and NIC, MHA for uploading on MHA's website.

7. *NIC, Dept of Justice for uploading on website of the department*

Annexure

APPLICATION FORMAT FOR APPOINTMENT OF CONSULTANT IN DEPARTMENT OF JUSTICE

1	Name (Block Letters)		Affix self- attested photograph	
2	Fathers Name			
3	Date of Birth (Figures & Words)			
4	Nationality			
5	Postal Address(with Telephone/Mobile No and email id.			
6	Details about Pension payment order (PPO)	i		
		ii	Ministry/Department from which retired	
		iii	PPO No. Copy to be enclosed	
		iv	Last pay drawn LPC to be enclosed	
		v	Level in Pay Matrix(7 th CPC/CP as per 6 th CPC	
7	Permanent address			
8	Educational Qualification			
9	Post last held at the time of retirement			
10	Name and address of office from which retired			
11	Details of present employment (wherever applicable)			
12	Details of Experience (attach a separate page , if required)			
	Ministry/ Department/Organization	Period From To		Nature of work
				Remarks
13	Explain in 100 words how your previous experience would help in accomplishing the assignments , if selected as consultant Department of Justice			

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14	References	1.
		2.

DECLARATION

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of consultants. I also understand that action against me will be taken by the concerned authorities, if I am declared by them to be guilty of any type of misconduct mentioned herein.

Signature of candidate _____
Place _____
Date: _____

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