

No. II/21022/23(33)/2019-FCRA(MU)

Government of India  
Ministry of Home Affairs  
(Foreigners-II Division)

Major Dhyan Chand National Stadium  
India Gate Circle, New Delhi - 110001

Dated, the 28<sup>th</sup> July, 2023

**CIRCULAR**

SUBJECT: Engagement of Retired Government Officers at the Level of Section Officer/Sr. Accounts Officer or Equivalent Level as Consultants in the Foreigners-II Division of MHA-regarding.

Applications from retired Government servant at the level of Section Officers/Sr. Accounts Officer or at equivalent level are invited for engagement as consultants. The eligibility, remuneration, job description and other terms and conditions are given as under:-

a.	No. of personnel to be engaged.	:	5 (Five), which can be varied at the discretion of the competent authority.
b.	Period of Engagement	:	Initially one year. This can be extended or shortened at the discretion of the Competent Authority.
c.	Eligibility criteria	:	<p>1. Retired government servant at the level of</p> <p>(a) Section Officer or equivalent in Level 8/10 of Pay Matrix as per 7<sup>th</sup> CPC or in PB-III with GP Rs. 4800/5400 as per 6<sup>th</sup> CPC; or Sr. Accounts Officer or equivalent in Level 10 of Pay Matrix as per 7<sup>th</sup> CPC or in PB-III with GP Rs. 5400 as per 6<sup>th</sup> CPC.</p> <p>(b) Having experience in Financial Matters; or having good knowledge in examining of books of accounts and scrutiny of audit/inspection reports will be preferred. The Candidate should possess good analytical ability and writing skills.</p> <p>2. Conversant with computers and able to perform work in electronic mode.</p>

			3. Age upto 63 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 governed by Department of Expenditure's O.M. No. 3-25/2020-E.IIIA dated 9.12.2020 as amended from time to time.
e.	Job description	:	1. Examination of audit/inspection reports, annual returns and Standard Questionnaire, etc. received under the Foreign Contribution (Regulation) Act, 2010. 2. Any other work related to administration of FCRA, 2010.
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 Foreigners-II Division, Monitoring Unit, Ministry of Home Affairs, Major Dhyan Chand National Stadium, New Delhi.</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 mark 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>		

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	<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 MHA.</p> <p>(c) The Consultant fails in timely achievement of the milestones as decided by MHA.</p> <p>(d) The Consultant is found lacking in honesty and integrity.</p> <p>(e) Posting of a government official who could do the Consultant's job.</p> <p>(f) The requirement of Consultant for the work assigned ceased to exist.</p> <p>(g) The undertaking given by the candidate is found false.</p> <p>(h) The consultant completes 5 years of retirement.</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) Contract of engagement will be terminated automatically on attaining the age of 65 years.</p> <p>xiv) The Ministry of Home Affairs reserves the right to accept or reject in part or full or all the responses without assigning any reasons whatsoever.</p> <p>xv) Decision of selection committee/competent authority will be final and binding on all candidates/consultants.</p>
g.	<p>The applicant can apply in the prescribed format enclosed as <b>Annexure-II</b> and application to be sent in an envelop superscribing "<u>APPLICATION FOR APPOINTMENT OF CONSULTANT IN FCRA (MU), FOREIGNERS-II DIVISION, MHA</u>" to:-</p> <p style="text-align: center;">The Under Secretary (MU-II) Ministry of Home Affairs Foreigners-II Division, Monitoring Unit, Room No. 1, First Floor, Major Dhyan Chand National Stadium, India Gate Circle, New Delhi – 110002. Email: <a href="mailto:singh.rkumar@gov.in">singh.rkumar@gov.in</a></p> <p>The application may also be sent by email mentioning the above in the subject line to: <a href="mailto:singh.rkumar@gov.in">singh.rkumar@gov.in</a> with a copy to <a href="mailto:arindamkr.mitra@nic.in">arindamkr.mitra@nic.in</a>.</p>
h.	<p>Filled in application form should reach in this Office within 30 days of issue of this of circular.</p>



2. Ministries/Departments, etc. are requested to give wide publicity in their respective Departments/Organisations and Sub-Ordinate Offices.



(Rajesh Kumar Singh)

Under Secretary to the Government of India

Tel. : 2307 5204

Copy to:

1. All Ministries/Departments for giving wide publicity.
2. The Comptroller & Auditor General of India, Pocket-9, Dindayal Upadhaya, Marg, New Delhi-110124.1
3. The Controller General of Accounts, Mahalekha Niyantak 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.

**APPLICATION FORMAT FOR APPOINTMENT OF CONSULTANT IN  
FCRA (MONITORING UNIT), FOREIGNERS DIVISION, MHA**

1.	Name (Block Letters)		Photograph (Self attested with signature)	
2.	Father's Name			
3.	Date of Birth			
4.	Nationality			
5.	Mailing Address (with Telephone/Mobile No.) and Email ID			
6.	Information about PPO No. and other details	i.	Date of Retirement.	
		ii.	Min/Deptt/Org. from which retired.	
		iii.	PPO No. (copy to be enclosed).	
		iv.	Last Pay Drawn (LPC to be enclosed).	
		v.	Level in PayMatrix (7 <sup>th</sup> CPC)/ GP as per 6 <sup>th</sup> CPC.	
7.	Permanent Address			
8.	Educational Qualification			
9.	Last post held at the time of retirement & Office			
10.	Name & address of last Office from which retired.			
11.	Details of present employment (wherever applicable)			



12.	Details of Experience (Add a separate sheet, if required)				
	Min/Deptt/Organization	Period		Nature of Work	Remarks
		From	To		
13.	Explain in 100 words how your previous experience would help to accomplish the current assignment.				
14.	References.		1.		
			2.		

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 : \_\_\_\_\_