

F. No. A-45011/04/2022-DGCD(Estt)Part.I  
Ministry of Home Affairs  
Directorate General FS, CD & Home Guards

East Block – VII, Level – VII  
R. K. Puram, New Delhi – 110 066  
Dated, the 25<sup>th</sup> April, 2023


CIRCULAR

Subject :- **Engagement of Retired Government employees on contract basis against the one vacant posts of ASO.**

The office of DG - FS, CD & HG an attached office of Ministry of Home Affairs, invites applications from retired Government officials of Central Government Ministries / Departments having experience of functioning in Government organizations.

2. The details including brief job-description, eligibility criteria, terms of reference, form of application, etc. for engagement of one number of consultants is enclosed.
3. This office reserves the right to accept or reject in part or in fully any or all the responses without assigning any reasons whatsoever.
4. Last date for receipt of application is 21 days from the date of issue of circular. Applications received as incomplete or after the due date will not be considered.
5. Intended retired Govt. employees, having good health and willing to work as consultants in the O/O DG – FS, CD & HG may submit their applications to the undersigned at this office address O/o The Directorate General FS, CD & Home Guards, East Block No. VII, Level No. 7, R. K. Puram, New Delhi – 110066 within due date along with the self attested copy of PPO, LPC and other relevant documents or through email id [dg@dgscdhg.gov.in](mailto:dg@dgscdhg.gov.in) / [dgcd.estt@gmail.com](mailto:dgcd.estt@gmail.com) .

Encl ( as above )

  
25 Apr, 23  
(Moreswar Kudkilwar)  
Deputy Fire Adviser

To,

1. Under Secretary, DM-III, MHA, New Delhi with the request for uploading in their Website/Notice.
2. Administration Branch, North Block, MHA, New Delhi with the request for uploading in their Website/Notice.

Internal :-

1. Establishment Section of DG – FS, CD & HG.
2. Notice Board

DIRECTORATE GENERAL, CD, FS & HG, MHA

01. Job Description :-

Requirement of	Essential Qualification	Work Experience / Job Profile
ASO (Gr 'B' Gazetted Post)	Retired at the level of Assistant Section Officer or equivalent in Level - 7 of Pay Matrix as per 7 <sup>th</sup> CPC	Processing of all correspondence, reports and returns. Having good working computer knowledge and experience in Administrative & Establishment / Procurement procedure / Financial / Secretariat Matters, RTI, Court Cases, Parliamentary issues, Audit & Accounting, PFMS, Govt. Financial Management System, etc., Any other work assign by the competent authority.

2. General Requirements For Consultants:

The candidate should have retired from Central Government Ministries / Departments having experience of functioning in Government bodies preferably in the concerned fields for the role of Consultant. The personnel who will retire by 30/04/2023 on attaining the age of superannuation are also eligible.

Age: Born on or after 01.01.1960

3. Period of Engagement: (Refer to letter no. 3-25/2020-EIIIA of MoF (DoE) dated 09/12/2020)

3.1 The initial engagement as Consultant would be for a period of one year, which may be extended beyond one year depending upon the requirement of O/o DG- FS, CD & HG and performance review of the consultants or but shall not be extended beyond five years after superannuation.

3.2 The engagement of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with other office.

3.3 The engagement of Consultants would be of a temporary nature against the tasks assigned. The engagement can be cancelled at any time by O/o DG FS, CD & HG without assigning any reason.

4. Remuneration Payable to Consultants: (Refer to letter no. 3-25/2020-EIIIA of MoF (DoE) dated 09/12/2020)

4.1 A fixed monthly amount shall be admissible, 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 contract. There will be no annual increment/percentage increase during the contract period.

4.2 No increment and Dearness Allowance shall be allowed during the term of the contract.

5. Procedure for Selection of Consultants:

Candidates meeting the conditions in Para-1 above shall be shortlisted based upon criteria formulated by O/o DG FS, CD & HG. The Communication shall be on the postal address given in the application and or through e-mail ID given by the Candidates.

6. Working Facilities to be Provided:

6.1 Only the basic working facilities / infrastructure will be provided to the Consultants.

6.2 No Transport or Telephone / Internet facility at residence etc. shall be provided.

7. Other Entitlements of Consultants: (Refer to letter no. 3-25/2020-EIIIA of MoF (DoE) dated 09/12/2020)

7.1 Leave :

Paid leave of absence will be allowed at the rate of 1.5 days for each completed month.

7.2 TA/DA :

No TA/DA shall be admissible for joining the assignment or on its completion. The Consultants would be entitled to draw TA/DA for work-related travel as per his/ her last entitlement at the time of retirement as per the Government norms, in case he/she is deputed for official work outside Delhi/NCR.

7.3 Accommodation /HRA:

No accommodation or HRA will be provided by MHA.

7.4 Transportation Allowance :

An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the 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 consultant may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

8. Confidentiality of Data and Documents

The Consultants shall not utilize or publish or disclose or part to third party any data or statistics or proceedings or information gathered during the course of this assignment without the written consent of MHA. The Consultant shall sign an agreement of confidentiality with the Government of India to this effect which shall contain a clause on Ethics and Integrity.

9. Working Hours :

The Consultants shall have to work as per the working hours of MHA. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holidays.

10. Rights of O/o DG - FS,CD &HG

O/o DG FS, CD & HG reserves the right to cancel and not to proceed in the matter for engagement of Consultants at any stage without giving any reason, whatsoever.

11. Termination of Engagement:

O/o DG FS, CD & HG may terminate the services of the Consultants, if:

- i) The Consultant is unable to accomplish the assigned works.
- ii) Quality of the accomplished work is not to the satisfaction of office. The Consultant fails in timely achievement of the milestones as decided by office.
- iii) The Consultant is found lacking in honesty and integrity.
- iv) Posting of a government official who could do the Consultant's job.
- v) The requirement of Consultant for the work assigned ceased to exist.
- vi) The undertaking given by the candidate is found false.
- vii) The consultant completes five years of retirement.

12. The services can be terminated by giving fifteen days' notice in writing from either side. The termination will be without prejudice to either party's rights accrued before termination.

APPLICATION FORMAT FOR CONSULTANT FOR THE POST OF \_\_\_\_\_

1. Name in full (Block Letter) ::
2. Father's Name ::
3. Address for correspondence with Pin Code
4. Tel/Mobile No. & email id ::
5. Date of Birth & Date of superannuation from Govt. Service :
6. Last post held at the time of retirement & Office :
7. Name & address of last Office from which retired :
8. PPO & LPC No.(copies to be attached) ::
9. APARS for the last three years(To be attached), If available ::
10. Last pay drawn at the time of retirement Pay level ::

Photograph

(Self —  
attested with  
signature

(as per pay matrix 7<sup>th</sup> CPC) ::

11. Educational Qualification ::
12. Brief particulars of experience in Govt. Service (For the last 10 years) (Attach a separate sheet, if necessary)

Ministry/department / Organization	Post held	Period		Nature of Work
		From	To	

13. Details of present employment (Wherever applicable)
14. Additional relevant information, if any, in support of your suitability for the said engagement (Attach a separate sheet if necessary)

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

Name

Place:

Date: