

No. A-22011/4/2021-ISC(A)
Government of India
Ministry of Home Affairs
Inter-State Council Secretariat

Vigyan Bhavan Annexe, New Delhi
Dated 9th February, 2022

VACANCY CIRCULAR

Subject: Inviting application for engagement of Consultants amongst retired Government Servants--regarding.

Inter State Council Secretariat, Ministry of Home Affairs proposes to engage two Consultants amongst retired Government Servants for attending specific and time-bound jobs.

- i. CONSULTANT-I (Officer retired from the level of Section Officer/Under Secretary of equivalent); and
- ii. CONSULTANT- II [Officer retired from the level of Deputy Director (Official Language)].

Only persons with requisite qualifications & experience as prescribes would be hired as Consultant.

2. Application from eligible candidates are invited in the enclosed pro-forma (Annexure-I) along with the copies of certificates of Experience.
3. Applications received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated and called for interview.
4. The Inter State Council Secretariat, Ministry of Home Affairs reserves the right to reject any application without assigning any reason.
5. The duly filled application forms along with relevant documents should be submitted in the format given in Annexure-I and reach Under Secretary (Admn), ISCS Room No 338, Second floor, Vigyan Bhawan Annexe, New Delhi on or before **17th February, 2022**. The terms of reference for the post of consultants is annexed at Annexure-II. The application has to be submitted via email (om.kumar@nic.in) followed by hard copies by post.


(Om Prakash Kumar)

Under Secretary to the Government of India
Tel. 011-23022153

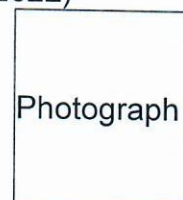
To

1. All Ministries/Department of Government of India (through mail also).
2. Website portal of the ISCS.

ANNEXURE-I

Application for the post of Consultant in Inter State Council Secretariat,
Ministry of Home Affairs

(Last date for receipt of applications - 17th February, 2022)



1.	Name of the applicant	
2.	Post applied for	
3.	Designation at the time of retirement	
4.	Date of Birth Age as on 1 st January 2022 (in year and months only)	
5.	Educational qualifications (annex copies of relevant certificates)	
6.	Date of Retirement	
7.	PPO NO.	
8.	Pay Level in which retired	
9.	Last pay Drawn	
10.	Name of the Department from where retired	
11.	Name and Designation (with Mobile number) of the Controlling Officer in the last three department served	
12.	Monthly pension sanctioned	
13.	Address for correspondence (enclose proof of residence)	
14.	Bank Account Details Name of Bank: Branch: Account No.: IFSC Code: (enclose a copy of cancelled	

| check/passbook) |

Following certificates/documents also need to be furnished:

- i. List of relevant technical and academic publications (if any).
- ii. Relevant experience:
 - a. Total Years of experience and name of organizations.
 - b. Year-wise tasks of similar nature carried out during last five years (if any).
- iii. A short note on your suitability for the post.

(Name & Signature of applicant)

ANNEXURE-II

The terms of reference for the post of consultant :-

1.	Name of Post	Consultant
2.	Number of Post	2 (Two) (i) Retd. Officer of the level of Section Officer/Under Secretary of equivalent; and (ii) Retd. Officer of the level of Deputy Director (Official Language).
3.	Eligibility, Experience & Scope of Work for retired Section Officer/US or equivalent	Officers retired at the level of Section Officer/Under Secretary or equivalent from Central Govt. or its attached/sub-ordinate offices/Autonomous Bodies with minimum 03 years of experience in similar or higher post. Desirables: <ul style="list-style-type: none">• Knowledge in Establishment / service matters.• Experience of coordination with States, Central Government, Ministries/ Departments.• Experience in Secretarial functions, sound knowledge of Rules and Regulations, drafting of notes etc.• Knowledge of working on PCs especially Excel, Power point, preparation of data sheets etc. Preference will be given to persons: <ul style="list-style-type: none">• Officer retired from Central Secretariat Services.• Having experience of arranging for meetings & Logistics .
	Eligibility, Experience & Scope of Work for Hindi Translator	Officers retired upto the level of Deputy Director or equivalent from D/o Official Language of Central Govt. or its attached/sub-ordinate offices/Autonomous Bodies with minimum 03 years of experience in similar or higher post. Desirables: <ul style="list-style-type: none">• Knowledge of Translation work bilingual i.e. in English and Hindi• Knowledge of typing in Hindi and English
4.	Age Limit	Not Exceeding 64 years
5.	Method of Engagement	Short term contract basis.
6.	Period of Contract	The tenure of Consultants is initially for one year, extendable up to 3 years on yearly basis, subject to satisfactory performance. The decision of ISCS shall be final in this regard. No right will be accrued in favour of the Consultant regarding renewal of contract, absorption in service, etc.

7.	Remuneration	Last pay drawn – Pension (as stipulated by D/o Expenditure's OM No. F.No.3-25/2020-E.IIIA dated 9th December, 2020 .
8.	Other Terms of Engagement	<p>Appointment of consultant subject to the following conditions as stipulated by MHA vide OM dated 28.12.2020 :</p> <p>(i) 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 ISCS.</p> <p>(ii) The engagement of Consultants would be of a temporary nature against the tasks assigned. The engagement can be cancelled at any time by ISCS without assigning any reason .</p> <p>(iii) A fixed monthly amount shall be paid as per the Governments norms, arriving at by deducting the basic pension (gross) from the last basic pay drawn at the time of retirement;</p> <p>(iv) No increment and Dearness Allowance shall be allowed during the term of the contract.</p> <p>(v) No Transport or Telephone / Internet facility at residence etc. shall be provided .</p> <p>(vi) Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed.</p> <p>(vii) 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.</p> <p>(viii) No accommodation or HRA will be provided by ISCS.</p> <p>(ix) A fixed amount of is equitant of pension as Transport Allowance for the purpose of commuting between the residence and the place of work shall be paid, the amount so fixed shall remain unchanged during the term of appointment. No Dearness Allowance shall be admissible on the Transportation Allowance.</p> <p>(x) The ISCS, MHA reserves the right to cancel and not to proceed in the matter for engagement of Consultants at any stage without giving any reason, whatsoever.</p> <p>(xi) ISCS, MHA may terminate the services of the Consultants , if:</p> <ul style="list-style-type: none"> • The Consultant is unable to accomplish the assigned works. • Quality of the accomplished work is not to the satisfaction of ISCS. • The Consultant fails in timely achievement of the milestones as decided by ISCS. • The Consultant is found lacking in honesty and integrity.

		<ul style="list-style-type: none"> • Posting of a government official who could do the Consultant's job. • The requirement of Consultant for the work assigned ceased to exist. • The undertaking given by the candidate is found false. • The consultant completes 5 years of retirement. <p>(xii) 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.</p> <p>(xiii) The candidate shall be required to sign a non disclosure Undertaking.</p>
9.	Selection process	Selection of the Consultant(s) will be done on the basis of personal interview as desired by Selection Committee. Only the short-listed candidates shall be called for the interview. No TA or DA will be paid for attending the interview. At the time of interview, the shortlisted candidates shall have to produce their Certificates, in original for verification.
10.	Attendance and working days	<p>(a) The working hours of the Consultants shall be same as days regular Government employees working in Inter State Council Secretariat, MHA. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/ Gazetted Holidays. Compensatory leave in such cases shall be at the discretion of the competent authority.</p> <p>(b) The attendance shall be marked in the Bio-metric System.</p>
11.	Confidentiality and Secrecy	<p>During the period of assignment with ISCS, the Consultants would be subject to 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 authorised to know the same.</p> <p>Selected candidates shall provide integrity certificates from 2 references known to them.</p> <p>A self-undertaking shall be provided by the candidate to the effect that no criminal record or criminal case in any court is pending against him/her besides the routine character and antecedent verification.</p>