

F. No.DGT-A-12024/01/2017-Adm.II  
Government of India  
Ministry of Skill Development and Entrepreneurship  
Directorate General of Training

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Room No.109 1st Floor,  
Employment Exchange Building,  
PUSA Campus, New Delhi -110012.

Dated: 31<sup>st</sup> January, 2020

**ADVERTISEMENT FOR ENGAGEMENT OF CONSULTANT**

It is proposed to engage one consultant in DGT on the basis of terms and conditions as given in the Annexure-II.

2. Retired government Officers, desirous to be considered, having worked in Central/State Government at the level of Section Officer/Under Secretary or equivalent may send their bio data in the format attached herewith on the following e-mail or by speed post to the undersigned latest by 15<sup>th</sup> February, 2020. The maximum age of the consultant should be 65 years. In very deserving case the age factor may be extended with the approval of competent authority. The remuneration to the consultant will be paid as per the prescribed formula i.e. last pay drawn-Basic pension + DP.

3. A walk-in interview/interaction will be held to select the consultant. No T.A./D.A. will be paid to attend the interview. The person selected for the above position will be required join immediately.

  
31/1/2020

(Arun Kumar)

**Under Secretary to the Govt. of India**

E-mail: [arun.kumar24@nic.in](mailto:arun.kumar24@nic.in)

**APPLICATION FORM FOR ENGAGEMENT OF RETIRED GOVERNMENT OFFICERS AS CONSULTANT IN DIRECTORATE GENERAL OF TRAINING, MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP.**

1. Name of the applicant: .....
2. Date of Birth: .....
3. Address (Correspondence): .....
4. Address (permanent): .....
5. Contact No. & E-mail: .....
6. Date of Superannuation: .....
7. Post held at the time of retirement: .....
8. Experience as consultant if any: .....
9. Name of the Organization from where retired: .....
10. Educational Qualification: .....
11. Whether SC/ST: .....
12. Posting Details:

Post held	From	To	Work handled (in brief)

13. Any other information: .....

I certify that the information furnished above is true and correct to the best of my knowledge and belief:

**(Signature)**

Date: .....

Documents to be attached:

1. Identity proof.
2. Copy of PPO.
3. Address proof.
4. Copy of Certificates.
5. Service Verification Certificate

**(A) Eligibility criteria :** The applicants should have served at the level of Section Officer for at least 3 years or of equivalent posts for same tenure in Central Government Ministries/State Govt./ Autonomous Organization etc.

**(B) Scope of Work/Job Responsibility:**

- Administration work related to preparation of Seniority list, Departmental Promotion Committee, Recruitment through UPSC, Deputation, Cadre Review, MACP cases, Pay fixation, Pension cases, etc.
- Matters related to Court cases, CGHS/Medical cases, tendering process, etc.
- Miscellaneous matters like RTI, Public Grievances, etc.

**(C) General terms and conditions:**

**I. Contract Period:** The contract would be for a initial period of one year that may be extended as per requirement of the department or up to 65 Years of age of the incumbent. However, this may be curtailed as decided by DGT.

**II. Remuneration:** The retired Officers/Officials will be engaged on the remuneration as per the formula: Last Pay Drawn minus basic pension plus DA. In addition to this consultant will also be allowed to draw the local conveyance allowance of Rs.3000/- p.m., as prevailing in MSDE (Relevant order enclosed).

**III. Leave:** The consultant will be eligible for 08 days leave in a calendar year. The leave will not be carried forward in cases the engagement period is extended by DGT. Also, no payment in lieu of unutilized leaves will be paid at the time of expiry of contract.

**IV. Age Limit:** The age limit will be 65 years. However, engagement beyond 65 years and upto 70 years could be considered with the approval of Secretary keeping in view good health and overall performance of the consultant. While the endeavor would be to recruit consultant upto the age of 65 years, relaxation in age limit would be made upto the age of 70 years, keeping in the view of varied experience of the applicant in the field of administration work (as mentioned above in scope of work/job responsibility)

**V. Headquarter:** Headquarters of Consultant will be at Delhi, NCR.

**(D) Other terms and conditions:**

- (i) The person must be able to work in MS Word/ Power point /Excel and should be proficient in noting, drafting and examining the cases.
- (ii) The consultant will not be entitled for any kind of allowances and residential accommodation. They will not be entitled to telephone facilities, staff car, and residential accommodation from Central Government pool.

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अरुण कुमार/ARUN KUMAR  
अवर सचिव (स्था-1)/Under Secretary (Estt.-1)/H00  
प्रशिक्षण महानिदेशालय/Directorate General of Training  
कौशल विकास एवं उद्यमशीलता मंत्रालय  
Ministry of Skill Development and Entrepreneurship  
भारत सरकार, नई दिल्ली/Govt. of India, New Delhi

- (iii) The engagement of the consultant will be purely on contract basis.
- (iv) DGT may terminate the services of consultant in case he/she is unable to achieve the assigned works within the time-frame or the work assigned to him/her is not satisfactory to the Department or he/she is found to be lacking in honesty and integrity.
- (v) DGT shall also reserve the right to terminate the services of consultants at any time without giving any notice and also without assigning any reason. The engagement of the consultant will not confer any right on the part of individual for permanent appointment to the post.
- (vi) The consultants may be called in the office on Saturdays, Sundays and other Gazetted Holidays or may be asked to sit late in the office after office hours, in case of exigencies of work. No extra allowances will be permissible for the same.
- (vii) The consultants shall continue to draw pension and dearness relief on pension, if any, during the period of their engagement as Consultant.
- (viii) No TA/DA shall be admissible to the consultants for joining the assignment. Consultant will not be allowed any foreign travel at Government expenses. However, they may be allowed for TA/DA for travel inside the country in connection with official work assigned to them.



अरुण कुमार/ARUN KUMAR  
अवर सचिव (स्था.-1)/Under Secretary (Estt.-1)/HOO  
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