

No. 31-4/2019-PE-II  
Government of India  
Ministry of Communications  
Department of Posts  
Establishment Division

Sansad Marg, Dak Bhawan,  
New Delhi - 110001.

Dated: 17<sup>th</sup> December, 2019

**Notification**

Subject: Engagement of retired Government Employees as Consultant in the Department of Posts (HQ), Dak Bhawan, New Delhi.

The Department of Posts invites applications for engagement of retired government servants as consultant. The eligible retired Government servants from the Central/State Govt./Autonomous Bodies, who fulfil the following criteria, may apply: -

SI No.	Name of Post/Scale	No. of vacancy	Eligibility Criteria, Experience & Period of engagement	Age Limit	Remuneration Per Month
	1	2	3	4	5
1	Asst. Director (OL)  Or  Equivalent	2 (Two)	<b>1. Educational Qualification:</b>  Postgraduate or equivalent in Hindi or English from a recognised University <b>and</b> Bachelor's degree in Hindi with English as one of the subject at degree level either as a compulsory or optional from a recognised University or equivalent.  <b>Desirable:</b> Diploma or Certificate course in translation from Hindi to English & vice versa from a recognised Institute.	Should not have attained the age of 65 years.	Rs. 40,000/- p.m.  Conveyance allowance of Rs. 3,000 p.m

			<p><b>Initial Period of Engagement:</b> Six months, which may be further extended for six months.</p> <p><b>Experience:</b> The candidate should have worked as AD(OL) or equivalent for a minimum period of 2 years in the pay matrix level-10. The candidate must have overall 5 years of experience of translation from English to Hindi and vice-versa.</p>		
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**Note-1:** The total monthly remuneration and the Pension drawn by the consultant shall not be more than the Last Pay Drawn by him calculated at the current rates of Dearness Allowance.

**Note-2:** Enhanced remuneration may be paid to deserving officials on case to case basis with the approval of Secretary, Department of Posts on account of special expertise/ experience in the concerned field.

## 2. GENERAL TERMS & CONDITIONS

2.1 **Allowances:** Consultants shall not be entitled to any kind of allowance or accommodation facility e.g. Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS, and Medical Reimbursement etc. However, Conveyance Allowance shall be paid at the rates mentioned in the table above.

2.2 **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion, Foreign travel of Consultants is not permitted at all. However, should they require to travel inside the country in connection with the official work of the Department, TA/DA as admissible to a regular employee of the same grade, he/she retired from, will be paid to him/her after obtaining approval of the competent authority.

3.3 **Drawal of Pension:** A retired Government officer/official appointed as consultant shall continue to draw pension and the dearness relief on pension

during the period of his engagement as consultant, His/her engagement as Consultant shall not be considered as a case of re-employment.

2.4 **Leave:** Consultants shall be eligible for Eight (08) Days leave in a calendar year on pro rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultants. Also, un-availed leave shall neither be carried forward to next year nor encashed.

2.5 **Tax Deduction at Source [TDS]:** TDS as admissible shall be deducted from the monthly remuneration of Consultants. A TDS certificate shall be issued by the concerned DDO on demand.

2.6 **Working Hours:** Consultants may follow the normal working hours as prescribed [i.e. 09:00 AM to 05:30 PM], However, as per the exigency one has to sit late to complete the time bound work. Attendance would be made through Biometric Attendance System.

### **3. AGE-LIMIT**

Normally, the maximum age limit for all categories of Consultants will be 65 years. However, engagement beyond 65 years and upto 70 years may be resorted to in deserving cases with the approval of Secretary (Posts) keeping in view his/ her good health & level of expertise.

### **4. PERIOD OF ENGAGEMENT AND EXTENSION OF TENURE**

4.1 The initial engagement of a person as Consultant shall be for the period as given in the Terms of Reference (ToR) or six months, whichever is less. After expiry of initial term, engagement may be extended, based on requirement of the Division and performance of Consultant(s) concerned for another six months. No consultant can be engaged for a period of more than one year at a time.

4.2 The appointment 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 in the Department of Posts.

4.3 The appointment of Consultants is of a temporary (non-official) nature against the specific jobs.

## **5. CONFIDENTIALITY OF DATA AND DOCUMENTS**

5.1 The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Department shall remain with the Department.

5.2 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of, assignment for the Department without the express written consent of the Department.

5.3 The consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract and before the final payment is released by the Department.

## **6 CONFLICT OF INTEREST**

6.1 The Consultant appointed by the Department shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department nor will he indulge in any activity outside the terms of the contractual assignment.

6.2 The Consultant will not be entitled for any benefit/compensation absorption/regularization of service with this Department.

6.3 The engagement of consultant shall be regulated as per this Department's OM No. 31-2/2019-PE-II dated 05.09.2019.

## **7. TERMINATION OF ENGAGEMENT**

The engagement of Consultants can be terminated by the Department at any time without assigning any reason thereof by giving them 15 Days' notice. Termination shall be effected on the day right after the completion of fifteen (15) days of delivery of such notice. However, in case a Consultant wishes to resign,

he will have to give 15 days' advance notice or remuneration in lieu thereof before resigning from the engagement. Department may terminate the engagement in following conditions: -

- i. The Consultant is unable to address the assigned work;
- ii. Quality of the work is not to the satisfaction of the Department;
- iii. The Consultant fails in timely achievement of the milestones as finally decided by the Department;
- iv. The Consultant is found lacking in honesty and integrity.

## **8. RIGHTS OF THE DEPARTMENT**

The Department has the right to cancel the advertisement, and not go for engagement of Consultant, at any stage. It may accept or reject any or all applications, without giving any reasons therefor, whatsoever.

## **9. Guidelines for the submission of the application**

The duly completed application in prescribed proforma at Annexure-I should be sent to email ID [narenderkumar.meena71@gov.in](mailto:narenderkumar.meena71@gov.in) by **6<sup>th</sup> January, 2020** with subject bearing "**Application for the Consultant**". No other mean of submission of application will be entertained. Any application received after the last date of submission will not be entertained. The application should be submitted with the following self-attested scanned documents in PDF format:

- a) Copy of retirement notification
- b) Copy of Pension Payment Order (PPO)
- c) Certificate in support of educational qualification & experience



(Vincent Barla)  
Director (Estt.)

Tel: 011-23096235

**ANNEXURE-I**Application for the post of Consultant in the Department of Posts, Dak Bhawan,  
New DelhiRecent  
Passport Size  
Photograph

Sl No.	Particulars	To filled by the applicant	
1.	Full Name (in BLOCK LETTERS)		
2.	Father's/Husband's Name		
3.	Date of Birth (dd/mm/yyyy)		
4.	Contact Details	Mobile No.:	
		Tel No.:	
		E-mail ID	
5.	Address for Communication		
		PIN:	
6.	Date of Joining of Government Service		
7.	Age as on Date (yy/mm)		
8.	Category (SC/ST/OBC)		
9.	Whether physically handicapped		
10.	Date of retirement and the post from which retired (enclose copy of retirement order)		
11.	Name of the Ministry/ Department/State Government/ PSU from which retired		
12.	Last Pay Drawn (please enclose copy)		
13.	Education/ Technical Qualification (Please enclose copy of Certificate/ Mark Sheet)		
14.	P.P.O. No (Please enclose copy)		
15.	Details of Computer Knowledge		
16.	Brief particulars of Experience of the last 10 years (assignment-wise). Other relevant experiences may also be provided. [A separate sheet may be annexed]		

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/ incomplete or ineligibility being detected at any time before or after selection/ interview, my candidature is liable to be rejected and I shall be bound by the decision of the Department of Posts. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Place:  
Date:

Signature

(Full name of the applicant)