

Shastri Bhawan, New Delhi
Dated the 5th May, 2021

VACANCY CIRCULAR

Subject: Engagement of retired Central Government officers as 'Consultants' on contract basis in the Ministry of Petroleum and Natural Gas - inviting applications thereof.

Ministry of Petroleum and Natural Gas invites applications from retired Central Government officers of the rank of Section Officer or equivalent, and retired from any Central Government office / Ministry / Department, having considerable experience in the functioning of Central Government Ministries / Departments for engagement as Consultants (15 in number) on contract basis.

2. The terms and conditions of the contract shall be, as under:

- i. The Consultants will be required to examine cases / proposals, policy issues, court cases, in the light of Central Government rules and regulations, prepare briefs / presentations and analyse the proposals assigned to them by their controlling officers. They must be conversant with MS-Word / PPT / Excel etc.
- ii. They should not have attained more than 63 years of age, as on 01.06.2021.
- iii. Working hours shall normally be from 09:00 a.m. to 05:30 p.m. on working days. However, in any exigency of work, they may be required to sit late and may be called on Saturdays / Sundays or other holidays.
- iv. They will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorised person(s) any information / data that may come to their notice during the period of their engagement as 'Consultant' in the Ministry. All such documents will be the property of the Government.
- v. They will not utilize or publish or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of their assignments or during the course of assignment for the Ministry without the express written consent of the Ministry.
- vi. The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced by the Ministry shall remain with the Ministry.
- vii. They will be accountable for any advice or any service rendered by them during their engagement in this Ministry in view of norms of ethical business and professionalism.
- viii. They must act, at all times, in the interest of the Ministry and render any advice / service with professional integrity.
- ix. They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency, while working as consultant in this Ministry.
- x. The consultants so appointed shall, in no case, represent or give opinion or advice to others in any matter which is adverse to the interest of the Ministry nor will they indulge in any activity outside the terms of the contractual assignment.



3. Remuneration and Allowances:

- i. Emoluments: Monthly emoluments / remuneration payable shall be equivalent to the last pay drawn minus the amount of basic pension being drawn by the selected person. The emoluments and the basic pension drawn shall not exceed the last pay drawn by the selected person. No increment, Dearness Allowance, House Rent Allowance shall be allowed on the remuneration during the term of the contract. Further, the amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period.
- ii. In addition, the selected person shall also be eligible for Transport Allowance at the rate applicable to him at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, they may be allowed TA / DA on official tour, if any, as per their entitlement at the time of retirement.

4. Leave: Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultants. Unavailed leave shall neither be carried forward to next year nor encashed.

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

6. Eligibility Criteria for engagement of Consultants:

The persons who wish to apply should fulfil the following criteria:

- i. Should have retired from any Central Government office / Ministry / Department and in the level of Section Officer or equivalent only.
- ii. Should not be more than 63 years of age, as on 01.05.2021.
- iii. Should have excellent communication and interpersonal skills with excellent computer knowledge and computer operation.
- iv. Should have sound knowledge and experience in handling establishment matters / legal matters / parliament matters / Standing Committees / Court Cases / Audit Paras / RTIs / Annual Report / Policy framework / framing of recruitment rules / PSEs / appointment of board level officers in PSUs / expertise in disciplinary proceedings and handling complicated vigilance cases / preparation of CCEA Notes, implementation of different schemes of the Ministry.
- v. The initial period of engagement of a person as Consultant will be for a period of one year. After expiry of the initial term, engagement may be extended, based on requirement of the Ministry and performance of the Consultant concerned, with the approval of the Competent Authority, for a maximum period of one year at a time.
- vi. The appointment of Consultants will be on full-time basis and they will not be permitted to take up any other assignment during the period of consultancy in the Ministry.
- vii. The appointment of Consultants is of a temporary nature against the specific jobs.
- viii. The Screening Committee constituted by the Ministry will scrutinise the applications and select consultants based on the eligibility criteria.

9. The engagement of consultants can be terminated by the Ministry at any time without assigning any reason thereof. However, the Consultant(s) will have to give 30 days of advance notice or remuneration in lieu thereof before resigning from consultancy.

10. Interested retired Central Government officers of the rank of Section Officer or equivalent may submit their applications in the enclosed format along with a copy of their PPO to Shri Md. Reyaz Nazmi, Under Secretary(Estt.), Room No. 200(d)-C, Shatri Bhawan, New Delhi-110001 by 05:00 p.m. on 31.05.2021. The applications can also be sent by e-mail at reyaz.nazmi@gov.in. Incomplete applications or applications received after the due date will be rejected.


(M.R. Nazmi)

Under Secretary to the Government of India
Tel. No. 2338 3074

To:

- i. All Ministries / Departments of Government of India
- ii. Department of Personnel & Training (CS Division), Lok Nayak Bhavan, New Delhi
– with a request to kindly circulate the same on DoPT's website.
- iii. NIC, Ministry of Petroleum and Natural Gas, for uploading the same on the Ministry's website.

**APPLICATION FOR THE POST OF CONSULTANT IN THE MINISTRY OF
PEROLEUM AND NATURAL GAS**

Paste recent Passport-size photograph

1. Full Name:
 2. Father's Name:
 3. Date of Birth:
 4. Date of Retirement:
 5. Office where last posted:
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- i. Name of the office:
 - ii. Whether Main Ministry / Department / Attached / Subordinate Office:
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6. Designation last held:
 7. Last pay / pension drawn:
 8. Aadhaar No.:
 9. Mobile No.
 10. Address:
 11. Educational Qualification:
 12. E-mail ID:
 13. Work Experience (Add a separate sheet, if required):

Ministry Department	Post Held	Period		Nature work	Remarks
		From	To		

Place:
Date:

(Signature of applicant)