

No. A-12011/1/2011-Estt  
Government of India  
Ministry of Consumer Affairs, food & Public Distribution  
Department of Consumer Affairs

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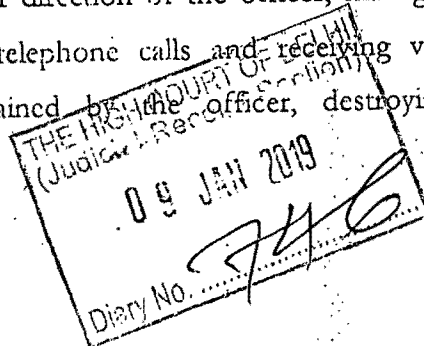
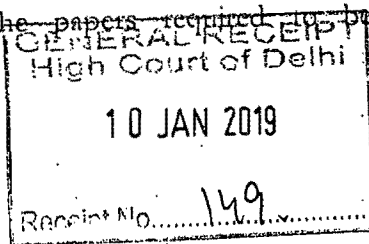
Krishi Bhawan, New Delhi  
Dated 31<sup>st</sup> December, 2018

CIRCULAR

Subject: Engagement of retired Government servants (Private Secretary)/Personal Assistant as consultant in Department of Consumer Affairs.

Department of Consumer Affairs invites applications to engage 5(five) consultants against the vacant posts of Private Secretary (PS)/Personal Assistant (PA) in this Department for a period of six months from the date of engagement. Accordingly, applications are invited from retired Government employees on the following terms and conditions:-

- (i) The engagement of the Consultant will be purely on contract basis.
- (ii) Must have retired from Central Government Service at the level of Private Secretary (Level 8 of Pay Matrix as Per 7<sup>th</sup> CPC) or Personal Assistant (Level 7 of Pay Matrix as per 7<sup>th</sup> CPC).
- (iii) The person shall be well acquainted with the functioning of Central Govt. Ministries/Department. Persons retired from the Central Government having experience of relevant field shall be given preference. Candidates should not be more than 65 years on the last dated of receipt of application in the Department.
- (iv) Initially the contract period would be for a period of 6 months, it may be extended or curtailed with the approval of Competent Authority.
- (v) The person must be able to work in MS Word and should be proficient in surfing internet.
- (vi) Must be capable of taking dictation in shorthand and its transcription, assisting in drafting and issue of all correspondences as per direction of the officer, managing of appointments/engagements, attending to the telephone calls and receiving visitors, maintaining the papers required to be retained by the officer, destroying by



shredding/burning the stenographic records of the confidential and secret letters and assisting the officer in such a manner as he/she may direct.

(vii) The consultant will be paid a consolidated fee restricted to an amount equal to the last pay drawn plus existing DA as on date minus pension plus existing Dearness Relief. The Consultant shall not be entitled for any Kind of allowances and residential accommodation. They shall also not be entitled to telephone facilities, CGHS, Medical reimbursement, transport facilities, staff car from Central Government.

(viii) Income Tax or any other tax, whichever are applicable will be deducted as per the prevailing rules at source before effecting the payment for which the Department will issue TDS certificate.

(ix) The consultant shall be eligible for 12 days leave in a calendar year. This leave will not be carried forward.

(x) The candidate will require to sign a non-disclosure undertaking.

(xi) The Department may terminate the service of the consultant in case he is unable to achieve the assigned works within the time-frame, his performance is not satisfactory and found lacking in honesty and integrity.

(xii) Department shall also reserve the right to terminate the service of Consultant at any time without giving any notice and also without assigning any reason. However, if the consultant is not willing to work for whatsoever reasons may be, he/she will have to give a minimum one month notice to the office. The decision of Secretary (CA) will be final in all respect.

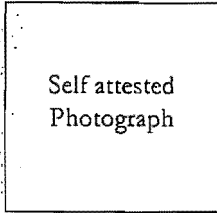
(xiii) Personal Assistants/Private Secretaries, who have retired recently may be given preference.

(ivx) The headquarter of consultant will be at Delhi. Working hours of consultants shall normally be from 9.00 am to 5.30 pm during working days including half an hour lunch break in between. However, in exigencies of work they may be required to sit late and/or called on Saturday/Sunday and other Gazetted Holidays. Any unauthorized absence beyond seven days shall be viewed seriously and necessary process for termination of contract shall be effected with the approval of competent authority.

Application of the post of Consultant [PA/PS] in D/o Consumer Affairs.

Personal Details:-

1. Name-
2. Father's Name-
3. Date of Birth-
4. Age as on the closing dated of receipt of application - ..... Year..... Months..... Day
5. Domicile:-
6. Nationality-
7. Pay- Band with Grade Pay/Pay Level of the post held at the time of retirement-
8. Correspondence Address-
9. Permanent Address-
10. Language of Stenography/typing skill (Hindi/English/Both)-
11. Educational Qualification (Highest):
12. Work Experience during last 15 years in Govt. Service, if any-



S.No	Organisation/Institute and Post Held	Period from	Nature of Work performed during the period -

13. Any other specific information in relation to essential/desirable qualifications and experience (use separate sheets, if necessary).
14. Whether any minor penalty/major penalty was imposed during last 15 years of Gove. Service-

DECLARATION

I solemnly declare that all the statements made in the application are true, complete 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 Consumer Affairs. I have gone through and understood the eligibility criteria and the terms and conditions for engagement of consultant in Department of Consumer Affairs against the vacant posts of PA/PS and that I unequivocally and unconditionally accept all these terms & Condition.

Signature of candidate with date

Email  
Mobile: