

F.No.25022/44 /2013-FCC(Pt)
Government of India
Ministry of Home Affairs
Foreigners Division
Computer Cell

NDCC Building-II, Jaisingh Road,
New Delhi-110001, the 6th September, 2016

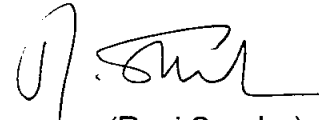
Circular

Subject: Engagement of Consultants for secretariat work on contract basis in Foreigners
Division of Ministry of Home Affairs-regarding

Foreigners Division, Ministry of Home Affairs, New Delhi invites applications from retired Assistant Section Officers (ASO) from Government of India who are willing to work as dealing hand to be engaged as consultants as per rules laid down in "GFR for engagement of consultants". Consultants so engaged will be paid monthly remuneration on the basis of last pay drawn minus pension plus DA (as on the date of offer of appointment).

2. The details regarding eligibility criteria, terms & conditions and application format are available on the website of Ministry of Home Affairs i.e. <http://mha.nic.in>.

3. Such retired officers who are willing to work as consultants in the Ministry of Home Affairs having good health are requested to submit their application to the undersigned within 15 days from the date of issue of this circular. The application should also be emailed to dsmmp-mha@nic.in or socc-mha@mha.gov.in, within the stipulated period.


(Ravi Sunder)
Deputy Secretary(V)

Copy to:-

SO(IT), MHA North Block to upload in <http://mha.nic.in> and MHA website under intimation to this Section.

Application

Application for engagement of Consultant (dealing hands) in Foreigners Division, Ministry of Home Affairs

1	Name in full (Block Letter)	
2	Complete residential address with pin code No.	
3	Phone/Mobile No.	
4	Email. ID	
5	Educational Qualification	
6	Date of Superannuation from Govt. Service	
7	Designation and Office Address at the time of retirement/ superannuation	
8	PPO & LPC No.	
9	Brief Particulars of experience in Govt. Service	
10	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept the term & conditions for engagement of Consultants.

(Signature of Candidate)

Place:

Date:

Terms & Conditions

1. Period of Engagement

The engagement shall not be against any specific period. The same can be curtailed or extended from time to time upon the satisfactory performance of the Consultant or requirement of the Administration/Department.

2. Age Limit

The maximum age limit for appointment shall be 65 years as on closing date of receipt of applications.

3. Selection Procedure

The appointment will be purely on contract basis. The scrutiny of application will be carried out by the Ministry on the basis of working experience of individuals based on past record and interaction with a committee of the Ministry.

4. Remuneration

Consultants are to be hired as per rules laid down in GFR. GFR under Rules 163 to 177 provides procedures for engagement of consultants. Consultants so engaged will be paid monthly remuneration on the basis of last pay drawn minus pension plus DA (on the date of offer of appointment).

5. Scope of Duties

During the period of such engagement, the consultants would be required to perform any work as assigned to them by the concerned Office in which they would be posted to work as Consultant.

6. Leave

The Consultant would not be entitled to any kind of regular leave. However, they would be entitled to Casual Leave of 8 days in a calendar year, to be calculated on pro-rata basis.

7. Communication and Drafting Skill

Should have good communication and interpersonal skills with a strong flair for in depth handling of Establishment, Financial, Vigilance, Parliamentary matters etc.

8. Office time and working hours

Engagement of Consultants would be on full time basis. Working hours shall be from 9.00 AM to 05.30 PM (From Monday to Friday). However, in exigencies of work, he may be required to work beyond office hours or on Saturdays, Sundays and other Gazetted Holidays.

9. Confidentiality of data and documents

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceeding or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

10. Conflict of interest

The Consultant appointed by the office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office.

11. Termination of service

The engagement may be terminated at any time by the office without assigning any reasons. In case, a Consultant desires to leave the assignment, he/she is to give 15 day's notice which can be curtailed/extended depending upon the workload.

12. Guidelines for the submission of the application

The duly completed application in prescribed proforma should reach this Ministry within a period of 15 days from the date of issue of this circular. Any application received after the above deadline will not be entertained. The application should be submitted with the following documents:-

- (a) Copy of retirement notification/order
- (b) Copy of PPO & LPC
- (c) Certificate in support of education qualification and experience