

F.No.15011/118/2018-Jus (AU)
Government of India
Ministry of Law & Justice
Department of Justice
(Admn. Division)

Jaisalmer House, 26 Man Singh Road
New Delhi-110011
Dated: 4th October,2023

CIRCULAR

**Subject: Engagement of Retired Government Officers as Consultants in Department of Justice-
regarding.**

Applications are invited from retired Government servants at the level of Section Officers/Sr. Accounts Officer/ equivalent level or above and also from retired CSSS officers for engagement as consultants. The eligibility, remuneration, job description and other general terms and conditions as under:-

a.	No. of personal to be engaged.	10 (Ten) Consultants plus 1 retired CSSS officer , which can be varied at the discretion of the competent authority.
b.	Period of Engagement	Initially one year. This can be extended or shortened at the discretion of the Competent Authority.
c.	Eligibility criteria	<p>1. Retired government servant at the level of</p> <p>a. Section Officer or equivalent in Level 8/10 of Pay Matrix as per 7th CPC or in PB-III with GP R. 4800/5400 as per 6th CPC;</p> <p style="text-align: center;">Or</p> <p>Sr. Accounts Officer or equivalent in Level 10 of Pay Matrix as per 7th CPC or in PB- III with GP Rs. 5400 as per 6th CPC.</p> <p style="text-align: center;">Or</p> <p>Officers above the level listed at (a) above and Retired CSSS officers</p> <p>b. Having experience in Establishment, Cadre management, Vigilance, Pay fixation, Pension, Personnel, APAR/Confidential Cell, Financial Matters, having good knowledge in examining of books of accounts and scrutiny of audit /inspection reports. The Candidate should posses good analytical ability and writing skills.</p> <p>c. Having proficiency in stenography, having experience of handling work of senior officers in their serving tenure.</p>

		<p>2. Conversant with computers and able to perform work in electronic mode.</p> <p>3. Age upto 64 years on the date of issue of this Circular.</p>
d.	Remuneration and terms and conditions of contract for engagement	The remuneration paid, leave and other conditions of engagement will be as per DoPT guidelines and will be governed by Department of Expenditure's O.M. No. 3-25/2020—E.IIIA dated 09.12.2020 as amended from time to time.
e.	Job description	(i) Establishment related work, policy work and (ii) stenographic work
f.	Other terms and conditions for engagement:	
	<p>i. The consultant shall have to perform duties/services as assigned to him/her by the controlling officer with all necessary skills, diligence, efficiency and economy.</p> <p>ii. The consultant shall maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of contract, failing which the consultant will be liable for suitable action.</p> <p>iii. The normal working hours shall be from 9.00 am to 5.30 pm. However, in exigencies, he/she may be called for services on holidays or beyond normal working hours.</p> <p>iv. Place of work will be in the Jaisalmer House, 26 Mansingh Marg, New Delhi.</p> <p>v. No other facilities shall be provided. The person engaged on contract basis shall not be entitled to any other benefit like Provident Fund, Pension, Insurance, Gratuity, Medical Attendance/Treatment, Seniority, Promotion etc. Or any other benefits as available to the regular Government Servant.</p> <p>vi. The consultancy will start from the date he/she joins the office.</p> <p>vii. The consultant will have to make his attendance in Aadhar enabled Biometric Attendance System.</p> <p>viii. During the contract period, no other assignment/consultancy of any type will be accepted by the consultant.</p> <p>ix. No extra compensation will be paid apart from consolidated remuneration admissible even if a person attends office on holidays and work beyond normal office hours.</p> <p>x. The engagement of Consultants would be of temporary nature against the tasks assigned. Ministry can terminate the services/contract of the consultant any time giving one month's notice without assigning any reason thereof, if :</p> <p>a. The Consultant is unable to accomplish the assigned works.</p> <p>b. Quality of the accomplished work is not to the satisfaction of DoJ.</p> <p>c. The Consultant fails in timely achievement of the milestone as decided by DoJ.</p> <p>d. The Consultant is found lacking in honesty and integrity.</p> <p>e. Posting of a government official who could do the Consultant's job.</p> <p>f. The requirement of consultant for the work assigned ceases to exist.</p> <p>g. The undertaking given by the candidate is found false.</p> <p>xi. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken.</p> <p>xii. The Consultant shall not be entitled to any TA/DA for joining the appointment.</p> <p>xiii. Decision of selection committee/competent authority will be final and binding on all candidates/consultants.</p>	
g.	The applicant can apply in the prescribed format enclosed as Annexure and application to be sent in an envelope superscribing	

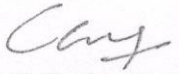
“APPLICATION FOR APPOINTMENT OF CONSULTANT IN DEPARTMENT OF JUSTICE, to: -

The Under Secretary (Administration)
Department of Justice
Room No.40-B,
Jaisalmer House, 26 Mansingh Road
New Delhi-110011.
Email: rk.katiyar@nic.in

The application may also be sent by email mentioning the above in the subject line To: rc.ahuja@nic.in

h. Filed in application form should reach in this Office within 10 days of issue of this circular.

2. Ministries/Department, etc. are requested to give wide publicity in their respective Departments/Organisation and Sub-Ordinance Offices.



R.K Katiyar)

Under Secretary to the Government of India

Tel. No.23072136

E-mail: rk.katiyar@nic.in

Copy to:

1. All Ministries/Department for giving wide publicity.
2. The Controller & Auditor General of India, Pocket-9, Dindayal Upadhaya, Marg, New Delhi-110024.
3. The Controller General of Account, Mahalekha Niyantarak Bhawan, Ministry of Finance, GPO Complex, Block 'E', Aviation colony, INA Colony, New Delhi-110023.
4. The Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi CAntt-110010.
5. The Under Secretary, CS-I Section Department of Personnel and Training, Lok Nayak Bhawan, Khan Market, New Delhi-110003 for uploading on their website.
6. The Under Secretary (IT) and NIC, MHA for uploading on MHA's website.
7. Director , NIC , Department of Justice for uploading on the website of the Department of Justice

APPLICATION FORMAT FOR APPOINTMENT OF CONSULTANT IN DEPARTMENT OF JUSTICE

1	Name (Block Letters)			Photograph (Self attested with signature)	
2	Father's Name				
3	Date of Birth				
4	Nationality				
5	Mailing Address (With Telephone/ Mobile No. And email ID)				
6	Information about PPO No. and other details.	i.	Date of Retirement		
		ii.	Min/Deptt/Org. From which retired.		
		iii.	PPO No. (copy to be enclosed).		
		iv.	Last pay Drawn (LPC to be enclosed).		
		v.	Level in Pay Matrix (7 th CPC)/GP as per 6 th CPC.		
7	Permanent Address				
8	Educational Qualification				
9	Last post held at the time of retirement of Office				
10	Name & address of last Office from which retired.				
11	Details of present employment (wherever applicable)				
12	Details of Experience (Add a separate sheet, if required)				
	Min/Deptt/Organization	Period		Nature of work	Remarks
		From	To		

13.	Explain in 100 words how your previous experience would help to accomplish the current assignment.				
14.	References.	1.			
		2.			

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of consultants. I also understand that action against me will be taken by the concerned authorities, if I am declared by them to be them to be guilty of any type of misconduct mentioned herein.

Signature of candidate

Place _____

Date: _____