

No.60/8/2017-Admn.I
Government of India / भारत सरकार
Ministry of New & Renewable Energy / नवीन एवं नवीकरणीय ऊर्जा मंत्रालय
CGO Complex, Block No.14, Lodhi Road, New Delhi – 110003

Dated the 1st June, 2022

CIRCULAR

Subject: Inviting applications for engagement of 10 Consultants at Section Officer/Assistant Section Officer level retired from Central Government Ministries / Departments –reg.

Ministry of New & Renewable Energy invites applications for engagement of 10 consultants from retired Section Officer/Assistant Section Officer level officers of Central Government Ministries / Departments having experience of functioning in Government organizations.

2. The brief job-description, eligibility criteria required for consultant are given below:

Sr. No.	Level of consultant	Essential Criteria	Desired work experience
1	Section Officer (SO) and Assistant Section Officer (ASO)	Officers retired from Central Government Ministries / Departments at the level of ASO/SO or equivalent from pay Level 7 to Level 10.	i) Experience of working in Administrative/Establishment/ Procurement procedure/ Secretariat matters etc. ii) Good communication, noting and drafting skill, iii) Having good working computer knowledge (MS word/MS Excel/Power point, iv) Ability to coordinate amongst different wings of the Ministry v) RTI, vi) Court Cases, vii) Parliamentary issues etc viii) Experience of working in NIC, ix) Experience of working in Law Ministry.

3. PERIOD OF ENGAGEMENT:

The initial engagement as Consultant would be for a period of one year, which may be extended on year to year basis beyond one year depending upon the requirement of the Ministry and performance review of the consultants. However, the engagement **shall not be extended beyond 5 years after the age of superannuation or at attaining the age of 65 years whichever is earlier.**

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The engagement 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 with MNRE.

The engagement of Consultants would be of a temporary nature against the tasks assigned. The engagement can be cancelled at any time by the Ministry without assigning any reason.

4. Other requirements:

The candidate should have retired from Central Government Ministries / Departments having experience of functioning in Government bodies preferably in the concerned fields and have not attained the age of 64 years as on closing date for receipt of application.

The officers retiring as on or before the last date of receipt of application i.e. 15 days from the date of publication of this advertisement in the newspaper shall also be eligible.

5. Remuneration:

Remuneration will be as per guidelines issued by the Department of Expenditure vide their O.M No. 3-25/2020-E.IIIA dated 09.12.2020 and also as per guidelines, if any, issued by The Department of Personnel and Training (DoPT) from time to time.

6. Allowances:

No increment and Dearness Allowance shall be allowed during the term of the contract. The consultants shall not be entitled to any other allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, HRA, Personal Staff, CGHS, and Medical Reimbursement etc.

No TA/DA shall be admissible for joining the assignment or on its completion. However, the Consultants would be entitled to draw TA/DA for work-related travel as per his/her last entitlement at the time of retirement as per the Government norms and extent rules, in case he/she is deputed for official work outside Delhi/NCR.

7. Transport Allowance:

The Transport Allowance will be provided to the Consultants at the rate which they were getting at the time of retirement for the purpose of commuting between the residence and the place of work. The amount so fixed shall remain unchanged during the term of appointment. No Dearness Allowance shall be admissible on the Transportation Allowance.

8. Leave:

Consultants shall be eligible for paid leave of absence and 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.

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9. Working facility:

Only the basic working facilities / infrastructure will be provided to the Consultants. No Transport or Telephone / Internet facility at residence etc. shall be provided.

10. Working Hours:

The Consultants shall have to work as per the working hours of the Ministry. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holidays

11. Termination of engagement:

The engagement of consultant can be terminated at any time without assigning any reason if:-

- a. If the Consultant is unable to accomplish the assigned works within the stipulated time and failed to accomplish work as per the satisfaction of the Ministry
- b. If the Consultant fails in timely achievement of the milestones as decided by the Ministry.
- c. If the Consultant is found lacking in honesty and integrity.
- d. Filling up the existing vacancy against which consultant has been engaged

12. The Ministry reserves the right to cancel and not to proceed in the matter for engagement of Consultants at any stage without giving any reason, whatsoever.

13. The Consultants shall not utilize or publish or disclose or part to third party any data or statistics or proceedings or information gathered during the course of this assignment.

14. Procedure for selection:

Candidates meeting the conditions as given above shall be shortlisted based upon criteria formulated by the Ministry and personal interaction with the duly constituted selection committee. The Communication shall be on the postal address given in the application and /or through e-mail ID given by the Candidates.

15. Interested candidates may send their CV in the prescribed format in Annexure-I (Copy enclosed) along with proof of date of birth, Last Pay Certificate and a copy of Pension Payment Order by e-mail / post within 15 days from publication of the Circular in the newspaper at "The Under Secretary (Admn.-I), Ministry of New & Renewable Energy, Block No. 14, CGO Complex, Lodhi Road, New Delhi -110003" or on e-mail "arunsingh.mnre@gov.in".

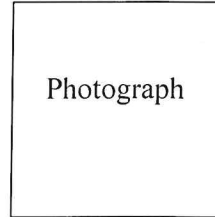
Yoginder Singh

(Yoginder Singh)
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Annexure-I

**Application for engagement of Section Consultant in the
Ministry of New & Renewable Energy**

1. Name:
2. Father's Name:
3. Date of Birth:
4. Nationality:
5. Mailing Address:
6. Contact / Mob. No.:
7. Email Address:
8. Date of Retirement from Govt. Service:
9. Ministry/ Department Organization from where retired
10. Post held at the time of retirement
11. Permanent Address:
12. Highest Educational Qualifications:
13. Work Experience starting from last post held: -



Sr. No.	Ministry/ Department Organization/Institute	Period	Details of work Experience	Remarks

14. Pension Payment Order No. (Attach a copy of PPO):

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I have read this circular and ready to accept the terms and conditions for engagement of consultants.

Date &
Place:

Signature:.....

Handwritten signature