

A-12036/1/2020-Admn.
Government of India
Ministry of Rural Development
Department of Land Resources

G-Wing, NBO Building,
Nirman Bhawan, New Delhi

Dated, October 2020

CIRCULAR

Subject: Engagement of Consultants (18 Nos.) in the Department of Land Resources on contractual basis for a period of one year - reg.

The Department of Land Resources, Ministry of Rural Development invites applications from retired government officers / officials for engagement as Consultants equivalent to the following posts :

S.No.	Consultant	No. of posts
1.	Deputy Secretary	02
2.	Private Secretary	07
3.	Assistant/Steno Grade 'C'	09
	TOTAL	18

2. The details including eligibility criteria, selection modalities, etc. are available on the Department's Website www.dolr.gov.in. The Department of Land Resources reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons, whatsoever.

3. Application form for the engagement of above mentioned Consultants on contract basis is annexed. Last date for receipt of applications is **06th November, 2020**. Applications received after due date will not be considered.

Encl.: as above.


16/10/2020

(Karam Chand)

Deputy Secretary to the Government of India
Tel. No. : 011-23044640

To

All Ministries/Departments of the Government of India with the request to give wide publicity to the advertisement for engagement of Consultants in DoLR amongst officers/ officials of their respective Ministries/Departments for attracting the eligible candidates.

Copy to:

- 1) NIC(DoLR)/ NIC(DoRD) - with the request to upload the Circular on DoLR (dolr.gov.in) and Department of Rural Development (rural.nic.in) websites respectively.
- 2) Office Order Folder.

A-12036/04/2020-Admn.
Government of India
Ministry of Rural Development
Department of Land Resources

G-Wing, NBO Building,
Nirman Bhawan, New Delhi
Dated: October, 2020

Advertisement for Consultants

Applications in the prescribed format (as per Annexure) are invited from eligible candidates for engagement as Consultants in the Department of Land Resources, Nirman Bhawan, New Delhi on short-term contract basis; as per details given below:-

1.	Name / Number of Posts	Consultants equivalent to the following Posts : (i) Deputy Secretary - 02 (ii) Private Secretary - 07 (iii) Assistant/Steno Grade 'C' - 09 TOTAL - 18
2.	Period of Consultancy	Initially for one year or till the regular incumbent joins the post. The consultancy period may be extended at the discretion of the Competent Authority subject to functional requirement, performance appraisal, fitness of individual, etc. However, the maximum period of engagement will be for a period of three years or upto 65 years of age, whichever is earlier.
3.	Job Location	Department of Land Resources, Ministry of Rural Development, New Delhi
4.	Eligibility Criteria & Experience	(i) Deputy Secretary : Officers, who retired in the pay scale of Rs.15600-39100+GP of Rs.7600/- pre-revised/Level 12 of 7th CPC and above from Central/State Governments, Union Territory/PSUs/Semi-Government/Autonomous or Statutory organizations. Experience: (a) Processing of cases for release of funds to States. (b) Processing of cases relating to VIP References/Parliament Matters. (c) Litigation matters including Court Cases/RTI matters, etc. (d) Processing of Establishment/Administration/ Vigilance matters, etc. (e) Examination of policy issues, Bills, etc. (ii) Private Secretary : Persons retired as Private Secretary (Level 8 or 10 in 7th CPC) and above in the Govt. of India, Attached & Subordinate offices, Autonomous Bodies of the Government of India and having requisite experience in the field as mentioned below and well acquainted with the functioning of the Central Government Ministries/Departments.

Handwritten signature

Experience:

- (a) Knowledge of Stenography in English/Hindi.
- (b) Minimum Stenography speed of 80 wpm.
- (c) Worked with Senior Officers in the Central Government/ State Government Ministries/ Departments, etc.
- (d) Liaison and coordination in connection with conducting meetings and tasks assigned.

Desirable:

Preference will be given to those, who are well conversant in noting & drafting, MS office, MS Excel, Power Point, etc.

(iii) Assistant/Steno Grade 'C' :

Persons retired in the pay scale of Rs. 6500-200-10500/- + Grade Pay Rs.4600/- (pre-revised)/Level-7 in 7th CPC and above in the Govt. of India, Attached & Subordinate offices, Autonomous Bodies of the Government of India and having the requisite experience in dealing with the processing of files mentioned below:-

Experience:

(i) Assistant :

- (a) Processing of cases of release of funds to States.
- (b) Processing of cases relating to VIP references/ Parliament Questions/ Litigation matters including Court Cases/ RTI, etc.
- (c) Processing of Establishment/Administrative/ Vigilance matters/collection, compilation and analysis of data.
- (d) Examination of policy matters.

Desirable:

Preference will be given to the candidates having proficiency in MS Office, MS Excel, Power Point, etc. and Data Entry work.

(ii) Steno Grade 'C' :

- (a) Knowledge of Stenography in English/Hindi.
- (b) Minimum Stenography speed of 80 wpm.
- (c) Worked with Senior Officers in the Central Government/ State Government/ Departments, etc.
- (d) Services of selected candidates may also be utilized as dealing hand in the Department.

Desirable:

Preference will be given to those candidates, who are having experience in secretarial work and well conversant in noting & drafting.

5.	Age limit	<p>(a)Candidate should not be more than 64 years of age on the last date of receipt of applications.</p> <p>(b)The age ceiling for continuation of contract shall be 65 years as on the date of renewal of contract on year-to-year basis and shall depend on the quality of services rendered subject to satisfaction and recommendation of the Divisional Head/Controlling Officer.</p> <p>(c)The maximum period of Consultancy shall be for three years or upto the age of 65 years.</p>								
6.	Remuneration	<p>Consultants will be paid consultancy fee/ remuneration @ (Last Basic Pay drawn– Basic Pension) + DA at prevailing rates] OR the following amounts, whichever is less, alongwith Transport Allowance for each level of Consultant as applicable:</p> <table border="1" data-bbox="592 730 1417 973"> <thead> <tr> <th>Consultant</th> <th>Remuneration</th> </tr> </thead> <tbody> <tr> <td>Deputy Secretary</td> <td>(Rs. 55,000/- + Rs. 7200/- as Transport Allowance) per month</td> </tr> <tr> <td>Private Secretary</td> <td>(Rs. 40,000/- + Rs. 3600/- as Transport Allowance) per month</td> </tr> <tr> <td>Assistant/Steno Grade 'C'</td> <td>(Rs. 30,000/- + Rs. 3600/- as Transport Allowance) per month</td> </tr> </tbody> </table>	Consultant	Remuneration	Deputy Secretary	(Rs. 55,000/- + Rs. 7200/- as Transport Allowance) per month	Private Secretary	(Rs. 40,000/- + Rs. 3600/- as Transport Allowance) per month	Assistant/Steno Grade 'C'	(Rs. 30,000/- + Rs. 3600/- as Transport Allowance) per month
Consultant	Remuneration									
Deputy Secretary	(Rs. 55,000/- + Rs. 7200/- as Transport Allowance) per month									
Private Secretary	(Rs. 40,000/- + Rs. 3600/- as Transport Allowance) per month									
Assistant/Steno Grade 'C'	(Rs. 30,000/- + Rs. 3600/- as Transport Allowance) per month									
7.	Leave	<p>(a)Consultant shall be eligible for 8 days leave in a calendar year on pro-rata basis.</p> <p>(b)The Consultant shall not draw any remuneration in case of absence beyond 8 days in a year (calculated on a pro-rata basis).</p> <p>(c)Unavailed leave in a year cannot be carried forward to next calendar year.</p>								
8.	Working Hours	<p>(a)The Consultant shall be required to observe the normal office timings between 9.00 am to 5.30 pm and may also be called upon to attend office beyond working hours and also on Saturday/Sunday or any other holiday, in case of exigencies of work. No extra remuneration shall be paid for extra hours/holidays.</p> <p>(b)They shall mark their attendance in AEBAS/ Attendance Register mandatorily or on any applicable mode, failing which, it may result in deduction of remuneration.</p>								
9.	Terms of Contract	<p>(a)The selected candidate will be engaged purely on contractual basis initially for a period of one year and will not confer any right for regular appointment in the Department including any allowance such as DA, transport facility, residential accommodation, residential telephone facilities, etc.</p> <p>(b)Further extension on year-to-year basis will be considered based on the work performance and need for the specific post.</p> <p>(c)The engagement of the contractual position may be terminated either side at any time by giving one month's notice.</p>								

and

10.	How to Apply	<p>(a) Interested eligible applicants may submit their applications as per proforma at Annexure on the following address :- The Under Secretary (Admn.) Department of Land Resources Ministry of Rural Development NBO Building, G. Wing Nirman Bhawan, New Delhi-110011</p> <p>e-mail: usadmn-dolr@gov.in</p> <p>(b) Last date for receipt of applications is 06th November, 2020.</p> <p>(c) Applications received after due date will not be considered.</p>
11.	Selection Procedure	<p>(a) Ministry of Rural Development, Department of Land Resources, through a four (4) members Screening Committee, will scrutinize the applications and short-list the candidates based on merit. The short-listed candidates will be called for interview for selection by the Selection Committee.</p> <p>(b) The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.</p> <p>(c) A panel of candidates shall be made with double of the number of selected Consultants in the Department, which shall alive for one year from the date of selection of the Consultants. In case any selected Consultant does not join or left the engagement in mid-way, in such circumstances, Consultants from the panel list shall be given the offer of engagement.</p>
12.	General Conditions	<p>(i) The selected Consultants will be governed by the Official Secrets Act, 1923, as amended from time-to-time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement as 'Consultant' in the Department. All such documents will be the property of the Government.</p> <p>(ii) 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 Department without the express written consent of the Department.</p> <p>(iii) Attention is drawn to Central Vigilance Commission's circular No. 01/0/2017 dated 23.1.2017 and circular No. 08.06.2011 dated 24.06.2011 regarding engagement of Consultants. They will be completely accountable for any advice or any service rendered by them during their engagement in this Department in view of norms of ethical business and professionalism.</p>



		<p>(iv) They must act, at all times in the interest of Department of Land Resources and render any advice /service with professional integrity.</p> <p>(v) They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as Consultant in the Department.</p> <p>(vi) 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 Department nor will they indulge in any activity outside the terms of the contractual assignment.</p>
--	--	---

Encl: Application Form.


16/10/2020

(Karam Chand)

Deputy Secretary to the Government of India
Tel. No. : 011-23063160

Application for the post of Consultant on contract basis in the Department of Land Resources, Ministry of Rural Development, Government of India, New Delhi.

Advertisement No. : _____

1) Name in full (in Block letters) : _____

2) Father's/ Husband's name : _____

3) Nationality : _____

4) Sex : _____

5) Date of Birth : _____

6) Age as on date : _____

7) Present / Correspondence address : _____

Tel/ Mobile : _____

E-mail : _____

8) Permanent address : _____

Tel / Mobile : _____

9) Educational qualification(s):

Exams passed	Name of the University	Year of passing	Subjects	Division	Percentage of marks obtained

10) Details of experience of all previous and present employment:

Name of the Employer	Name of the post	Pay Scale/ Salary	Period		Nature of duties
			From	To	

11) Any other relevant information:

DECLARATION :

I solemnly declare that all the statements made in this 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 shall be liable to be rejected. In case there is any concealment in any information even after my selection as Consultant, the Department of Land Resources has every right to disengage me from Consultant without giving any notice. I shall be bound by the decision of the Department of Land Resources.

Signature
(Full name of the applicant)

Place: _____
Date : _____