

No. A-12036/1/2016-Admn.
Government of India
Ministry of Rural Development
Department of Land Resources

G-Wing, NBO Building,
Nirman Bhawan, New Delhi-110001.

Dated ⁻¹⁴28 February, 2019

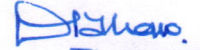
CIRCULAR

Subject: Inviting applications for engagement of retired Private Secretaries as Consultants in 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 Private Secretaries (PS) for engagement as Consultants.

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 post of Consultants (as Private Secretaries) on contract basis is annexed. Last date for receipt of applications is **15.03.2019**. Applications received after due date will not be considered.



(D.R. Sharma)

Under Secretary to the Govt. of India
Tel:011- 23062722

To

All Ministries/Departments of
the Government of India with the request that wide publicity may be given to all
the eligible officers.

Copy to:

- 1) PSA, NIC, for uploading the Circular on the DoLR website.
- 2) NIC, Deptt. of Rural Development, Krishi Bhawan with the request to upload the Circular at DoRD's website.
- 3) Office Order folder.

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Advertisement for Consultants (Private Secretary)

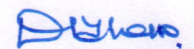
Applications in the prescribed format (as per Annexure) are invited from retired Private Secretaries for engagement as Consultants in the Department of Land Resources, NBO Building, Nirman Bhawan, New Delhi on short-term contract basis as per details given below :

1.	Name of Post	Consultant (Private Secretary)
2.	Number of Posts	06 (Six)
3.	Period of Consultancy	Initially for 12 months extendable for further period as may be decided by the Department depending on functional requirement, performance appraisal, fitness of individual etc. However, the maximum period of appointment will be for a period of three years or 65 years of age whichever is earlier.
4.	Job Location	Department of Land Resources, Ministry of Rural Development Nirman Bhawan, New Delhi -110 011.
5.	Eligibility Criteria	Officers retired in the pay scale of Rs. 93,00-34,800 + GP Rs. 4800 (pre-revised), Level-8, Rs. 47,600-1,51,100 (7 th CPC) and above from Central/ State Governments, Union Territory/ PSUs/ Semi-Government/ Autonomous or statutory organizations.
6.	Experience	<ul style="list-style-type: none">➤ Knowledge of Stenography in English/ Hindi.➤ Minimum Stenography speed of 80 wpm.
7.	Remuneration	Last Basic Pay drawn – Basic Pension + DA at prevailing rates OR Rs. 40,000/- + Rs. 3600/- as Transport allowance) per month, whichever is less.

D. S.

8.	Leave	Consultant shall be eligible for 8 days leave in a calendar year on pro- rata basis. The Consultant shall not draw any remuneration in case of absence beyond 8 days in a year (calculated on a pro-rata basis). Also un-availed leave in a year cannot be carried forward to next calendar year.
9.	Working Hours	<ul style="list-style-type: none">❖ The Consultant shall be required to observe the normal office timings and may also be called upon to attend office on Saturday/ Sunday or any other holiday in case of exigencies of work.❖ They shall mark their attendance in AEBAS mandatorily, failing which it may result in deduction of remuneration.
10.	Terms of Contract	<p>The engagement will be strictly contractual and will not confer any right for regular appointment in the Department including any allowance such as DA, transport facility, residential accommodation, etc.</p> <p>The contract can be terminated by either side at any time by giving one month's notice. The Government can terminate the contract immediately by giving one month's remuneration in lieu of notice period.</p>
11.	How to Apply	<p>Interested applicants may submit their applications in the prescribed proforma at the following address :</p> <p>Deputy Secretary (Administration), Department of Land Resources Room No. 3, G-Wing, Nirman Bhawan, NBO Building, New Delhi- 110 011</p> <p>Last date for receipt of applications is 15.03.2019.</p>
12.	Selection Procedure	<p>Department of Land Resources will scrutinize the applications through a 4 member Screening Committee, and short list the candidates based on merits. The short-listed candidates will be called for Personal Interaction/ Skill Test for selection by the Selection Committee.</p> <p>The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.</p>

Encl: As above.



(D.R. Sharma)

Deputy Secretary to the Government of India
Tel No. : 011-2306 2722

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 :

9) a) Whether SC/ST/OBC :

b) Whether Physically handicapped? :

10) Educational qualifications:

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

11) Experience details of all previous and present employment:

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

12) 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 is liable to be rejected and I shall be bound by the decision of the Department of Land resources.

Signature

(Full name of the applicant)

Place:

Date :