

A-12036/1/2016-Admn.
Government of India
Ministry of Rural Development
Department of Land Resources

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

Dated, 26th November 2019

CIRCULAR

Subject: Applications invited for engagement of retired Private Secretaries as Consultants (06) in the Department of Land Resources on contractual basis for a period of one year - reg.

In continuation of this Department's advertisement dated 28.02.2019 on the above mentioned subject, the Department of Land Resources re-invites applications from retired Private Secretaries (PS) for engagement as Consultants (06 Nos.).

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 **16th December, 2019**. Applications received after due date will not be considered.

Encl.: as above.

Th. Lianboi
(Th. Lianboi)

Under Secretary to the Govt. of India
Tel. No. : 2304 4635

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) Sr. Technical Director, NIC (DoLR) with the request to upload the Circular on DoLR (dolr.gov.in) and Department of Rural Development (rural.nic.in) websites.
- 2) NIC, Department of Personnel & Training, North Block, New Delhi with the request to upload the Circular on DoPT website.
- 3) Office Order Folder.

F. 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

Dated November, 2019

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, Nirman Bhawan, New Delhi on short-term contract basis as per details given below :

1.	Name of the Post	Consultant (Private Secretary)
2.	Number of Posts	Six (06)
3.	Period of Consultancy	Initially for 12 months extendable for further period as may be decided by the Department depending on the 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 and/ or CGO complex, Lodhi Road, New Delhi
5.	Age limit	Candidate should not be more than 64 years of age as on the last date of receipt of applications. 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 Divisional Head.
6.	Eligibility Criteria	Officers retired in the scale of pay of Rs. 93,000-34,800 + 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.
7.	Experience	❖ Knowledge of Stenography in English/ Hindi. ❖ Minimum Stenography speed of 80 wpm.

8.	Remuneration	Last Basic Pay drawn – Basic Pension + DA at prevailing rates)] OR Rs. 40,000 alongwith Rs. 3600 Transport Allowance whichever is less.
9.	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.
10.	Working Hours	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.
11.	Terms of Contract	The candidate selected 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, etc. Further extension on year to year basis will be considered based on the work performance and need for the specific post. The engagement of the contractual position may be terminated either side at any time by giving one month's notice.
12.	How to Apply	Interested applicants may submit their applications as per proforma as Annexure at the following e-mail : usadmn-dolr@gov.in Last date for receipt of applications is 16th December, 2019. Applications received after due date will not be considered.
13.	Selection Procedure	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 interview for selection by the Selection Committee. The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.

Th. Lianboi
(Th. Lianboi)

Under Secretary to the Govt. of India
Tel:011- 2304 4635

Application for the post of Consultant (Private Secretaries) on contract basis in the Department of Land Resources, Ministry of Rural Development, Govt. 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 :