

No. 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: 25 January, 2021

CIRCULAR

Subject: Engagement of Consultants (04 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 of 04 (four) as Consultants viz., Assistant Section Officer/Personal Assistant and equivalent posts of Level-7 and officials retired at Level 6, having 5 years experience in administration, vigilance, budget & accounts, procurement, processing of release of funds, etc., in the Department of Land Resources.

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 5th February, 2021 Applications received after due date will not be considered.

Th. Lianboi

(Th. Lianboi)

Under Secretary to the Government of India
Tel: 011-20304435

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.

No. 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: 28th January, 2021

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	Assistant Section Officer (ASO)/Personal Assistant (PA) – 04 (Four)
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 appointment 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	<u>ASO/PA and Equivalent Posts :</u> Persons retired as Assistant Section Officer/ Personal Assistant and equivalent posts at Level (7) and above in the Govt. of India, Attached & Subordinate offices, Autonomous Bodies of the Government of India and having the requisite experience in the fields. Officials retired at Level 6, having 5 years experience in administration, vigilance, budget & accounts, procurement, processing of release of funds, etc. work. can also be considered for engagement of Consultant (ASO/PA). <u>Experience:</u> <u>(i) ASO and Equivalent Posts:</u> (a) Processing 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/Budget and Accounts related matters.

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		<p>PA:</p> <p>a) Knowledge of Stenography in English/ Hindi. (b) Minimum Stenography speed of 80 wpm. (c) Work with Senior Officers in the Central Government/ State Government/ Departments etc. (d) Well conversant in noting/ drafting. (e) Services of selected candidates may also be utilized as a dealing hand in the Department.</p>
5.	Age limit	<p>(a) Candidate should not be more than 64 years of age as on the last date of receipt of applications. (b) The age ceiling for continuation of contract shall be upto 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. (c) The maximum period of Consultancy shall be for three years.</p>
6.	Remuneration	<p>Consultants will be paid consultancy fee/ remuneration @ (Last Basic Pay drawn – Basic Pension) + DA at prevailing rates] OR Rs.30,000/- + Rs.3600/- Transport Allowance whichever is less alongwith Transport Allowance to the Consultant.</p>
7.	Leave	<p>Consultant shall be eligible for 1.5 days leave for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.</p>
8.	Working Hours	<p>(a) 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. (b) They shall mark their attendance in AEBAS/ Attendance Register mandatorily or any applicable mode, failing which it may result in deduction of remuneration.</p>
9.	Terms of Contract	<p>(a) 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. (b) Further extension on year-to-year basis will be considered based on the work performance and need for the specific post. (c) The engagement of the contractual position may be terminated either side at any time by giving one month's notice.</p>
10.	How to Apply	<p>(a) Interested applicants may submit their applications as per proforma as Annexure at the following e-mail : usadmn-dolr@gov.in (b) Last date for receipt of applications is 15th January, 2020. (c) Applications received after due date will not be considered.</p>
11.	Selection	<p>(a) Ministry of Rural Development, Department of Land</p>

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Procedure	<p>Resources, through a four member Selection Committee, will scrutinize the applications and short list the candidates based on merits. 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 size, double of the number of selected Consultants, shall be maintained 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 appointment.</p>
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Encl: As above.

Th. Lianboi
(Th. Lianboi)

Under Secretary to the Government of India
Tel. No. : 011-23044635

**Application for the post of Consultant (Assistant Section Officer/Personal Assistant)
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 :

09) Educational qualifications:

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

10) 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	

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 is liable to be rejected. In case there is any default in information, my Consultancy may be disengaged 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 :