

A-12036/04/2020-Admn.(e-3010473)

Government of India
Ministry of Rural Development
Department of Land Resources

Work Hall No.32020, 2nd Floor,
Kartavya Bhawan – 3,
Dr. Rajendra Prasad Road,
New Delhi, the 1st September, 2026

CIRCULAR

Subject: Advertisement for engagement of Consultants (Private Secretary) on short-term contract basis for a period of one year - reg.

The undersigned is directed to circulate herewith advertisement inviting applications from retired Government officers/ officials for their engagement as Consultant (**Private Secretary**) against vacant posts in the Department of Land Resources on short-term contract basis.

2. The details including eligibility criteria, selection modalities etc. are enclosed and the same is also available on the Department's Website [<https://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 Consultants on contract basis is also enclosed herewith. The last date for receipt of applications is **20 days from the date of advertisement.** Applications received after due date will not be considered.

Encl. : As above.

M. Yadav
1/9/26
(Madhu Yadav)

Under Secretary to the Govt. of India
Tel:011- 24011535

To

All Ministries/Departments of
the Government of India with the request to give wide publicity to all the eligible officers.

Copy to :

- i) NIC, DoRD/ NIC, DoLR - with the request to upload the advertisement on their respective websites.
- ii) Under Secretary(CS.I), Department of Personnel & Training, Lok Nayak Bhawan, New Delhi - with the request to direct the concerned to upload the advertisement on DoPT's website.

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Work Hall No.32020, 2nd Floor,
Kartavya Bhawan – 3,
Dr. Rajendra Prasad Road,
New Delhi, the 1st September, 2026

Advertisement for engagement of Consultants

Applications in the prescribed format (as per Annexure) are invited from eligible candidates for engagement as Consultants in the Department of Land Resources, Ministry of Rural Development, Kartavya Bhawan – 3/ CGO complex/ Shivaji Stadium Annexe Building, New Delhi on short-term contract basis; as per details given below:-

1.	Name/ Number of Posts	Consultants equivalent to the following Posts : (i) Private Secretary -04
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, Kartavya Bhawan – 3/ CGO complex/ Shivaji Stadium Annexe Building, New Delhi.
4.	Eligibility Criteria & Experience	(i) Private Secretary : Officers retired as Private Secretary in Pay Level 8 or 10 (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. <u>Experience:</u> (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) Well conversant in noting/drafting. (e) Liaison and coordination in connection with conducting meetings and tasks assigned.

		<u>Desirable:</u> Preference will be given to those, who are well conversant in noting/drafting/MS office/MS Excel, Power Point, etc.
5.	Age limit	(a) Candidate should not be more than 63 years of age as on the last date of receipt of applications. (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. (c) The maximum period of Consultancy shall be for five years or upto the age of 65 years.
6.	Remuneration	Consultants will be paid consultancy fee/ remuneration @ (Last Basic Pay drawn – Basic Pension) alongwith Transport Allowance for each level of Consultant as applicable.
7.	Leave	(a) Consultant will be eligible for 1.5 days leave for each completed month of service which may not be accumulated beyond a calendar year. (b) Also un-availed leave in a year cannot be carried forward to next calendar year.
8.	Working Hours	(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. (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.
9.	Terms of Contract	(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, residential telephone facilities, 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.

10.	How to Apply	(a) Interested eligible applicants may submit their applications as per proforma at <u>Annexure</u> on the following address : The Under Secretary (Admn.) Department of Land Resources, Ministry of Rural Development, Work Hall No. 32020, Kartavya Bhawan-03, New Delhi-110011. E-mail: usadmn-dolr@gov.in (b) Last date for receipt of applications is <u>20 days from the date of advertisement.</u> (c) Applications received after due date will not be considered.
11.	Selection Procedure	(a) Ministry of Rural Development, Department of Land Resources, through a 4 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 Consultation Evaluation Committee. (b) The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained. (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.
12.	General Conditions	(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. (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. (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.

	(iv) They must act, at all times in the interest of Department of Land Resources and render any advice /service with professional integrity.
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	(v) They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as Consultant in the Department.
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	(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.
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Encl: As above.

m. yadav
11/9/26
(Madhu Yadav)

Under Secretary to the Govt. of India
Tel. No. : 011-24011535

ANNEXURE**Application for the post of Consultants 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 :