

No.21/7/2023-CS.I (Coord.)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
(CS.I Division)

Lok Nayak Bhawan, New Delhi  
Dated: 05.03. 2024

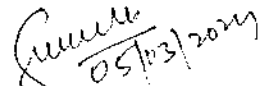
**OFFICE MEMORANDUM**

**Subject: Engagement of retired Government Employees as Consultant in Official Language Division of Department of Posts (HQ)-reg.**

Reference is invited to Notification No. Y-31/2/2024-PE-II dated 04.03.2024 (Copy enclosed) inviting applications from retired Government officers on the subject cited above. The last date for receipt of applications is 14.03.2024.

2. In case of any further clarification, applicants are requested to contact the Ministry/Department/Office concerned directly.

Encl: As above

  
(Sunil Kumar)

Under Secretary to the Government of India

To

The retired CSS Officers (Through DoPT's website)

No. Y- 31/2/2024-PE-II  
Government of India  
Ministry of Communications  
Department of Posts  
Establishment Division

Sansad Marg, Dak Bhawan,  
New Delhi - 110001.

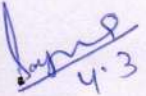
Dated: 4<sup>th</sup> March, 2024

**Office Memorandum**

Subject: Engagement of retired Government Employees as Consultant in the Department of Posts through advertisement.

The Department of Posts proposes to engage retired government employees as consultant in Department of Posts (HQ), Dak Bhawan, Sansad Marg, New Delhi - 110001.

2. DoPT is requested to upload the enclosed notification on their website for wider publicity.

  
4.3.2024

(Sapna)  
Assistant Director General (PE - II)  
Tel: 011-23096191

To,

The Director (CS-I)  
Department of Personnel & Training,  
Lok Nayak Bhawan, New Delhi - 110003.



No. Y-31/2/2024-PE-II  
Government of India  
Ministry of Communications  
Department of Posts  
Establishment Division

Sansad Marg, Dak Bhawan,  
New Delhi - 110001.

Dated: 4<sup>th</sup> March, 2024

**Notification**

Subject: Engagement of retired Government Employees as Consultant in Official Language Division of Department of Posts (HQ), Dak Bhawan, New Delhi.

The Department of Posts invites applications for engagement of retired Central Government servants as Consultant in Official Language Division of Department of Posts (HQ), Dak Bhawan, New Delhi. The eligible retired Central Government servants, who fulfil the following criteria, may apply: -

Sl. No.	Name of Post/ Scale	No. of vacancy	Remuneration Per Month	Period of engagement	Educational qualification	Experience
	1	2	3	4	5	6
1.	Assistant Director or equivalent (Pay Level-10 or equivalent)	1 (One)	A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. (will be regulated as per DoE OM No. 3-25/2020-E. IIIA dated 9 <sup>th</sup> December, 2020 or as amended from time to time.	6 months	Postgraduate or equivalent in Hindi or English from a recognized University. <b>And</b> Bachelor's degree in Hindi with English as one of subject at degree level either as a compulsory or optional from a recognized University or equivalent.	Minimum 3 years of experience as Assistant Director or equivalent in Official Language with Knowledge of English to Hindi, Hindi to English translation, and Hindi typing.



2.	Deputy Director or equivalent (Pay Level-11 or equivalent)	1 (one)	A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. (will be regulated as per DoE OM No. 3-25/2020-E.IIIA dated 9 <sup>th</sup> December, 2020 or as amended from time to time.	6 months	Postgraduate or equivalent in Hindi or English from a recognized University. <b>And</b> Bachelor's degree in Hindi with English as one of subject at degree level either as a compulsory or optional from a recognized University or equivalent.	Minimum 3 years of experience as Deputy Director or equivalent in Official Language with Knowledge of English to Hindi, Hindi to English translation, and Hindi typing.
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## 2. GENERAL TERMS & CONDITIONS

- 2.1 Remuneration, Allowances and leave of absence:** shall be regulated as per DoE OM No. 3-25/2020-E.IIIA dated 9<sup>th</sup> December, 2020 as amended from time to time.
- 2.2 Drawal of Pension:** A retired Government officer/official appointed as consultant shall continue to draw pension and the dearness relief on pension during the period of his engagement as consultant, His/her engagement as Consultant shall not be considered as a case of re-employment.
- 2.3 Tax Deduction at Source [TDS]:** TDS as admissible shall be deducted from the monthly remuneration of Consultants. A TDS certificate shall be issued by the concerned DDO on demand.
- 2.4 Working Hours:** Consultants may follow the normal working hours as prescribed [i.e. 09:00 AM to 05:30 PM], however, as per the exigency one has to sit late to complete the time bound work.



- 2.5 The appointment of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy in the Department of Posts.
- 2.6 The appointment of Consultants is of a temporary (non-official) nature against the specific jobs.
- 2.7 Age limit : The maximum age limit for all categories of consultants will be 65 years of age.

### **3. CONFIDENTIALITY OF DATA AND DOCUMENTS**

- 3.1 The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Department shall remain with the Department.
- 3.2 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of, assignment for the Department without the express written consent of the Department.
- 3.3 The consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract and before the final payment is released by the Department.

### **4 CONFLICT OF INTEREST**

- 4.1 The Consultant appointed by the Department 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 he indulge in any activity outside the terms of the contractual assignment.
- 4.2 The Consultant will not be entitled for any benefit/compensation absorption/regularization of service with this Department.
- 4.3 The engagement of consultant shall be regulated as per this Department's OM No. 31-2/2019-PE-II dated 05.09.2019 and remuneration part as per Department of Expenditure OM No. 3-25/2020-E.IIIA dated 9<sup>th</sup> December, 2020 or as amended from time to time.



## **5. TERMINATION OF ENGAGEMENT**

5.1 The engagement of Consultants can be terminated by the Department at any time without assigning any reason thereof by giving them 15 Days' notice. Termination shall be effected on the day right after the completion of fifteen (15) days of delivery of such notice. However, in case a Consultant wishes to resign, he will have to give 15 days' advance notice or remuneration in lieu thereof before resigning from the engagement. Department may terminate the engagement in following conditions: -

- i. The Consultant is unable to address the assigned work;
- ii. Quality of the work is not to the satisfaction of the Department;
- iii. The Consultant fails in timely achievement of the milestones as finally decided by the Department;
- iv. The Consultant is found lacking in honesty and integrity.

5.2 The uniform instructions/ guidelines for engagement of consultant are under process in Department of Personnel & Training. If there would be any variation between this Department and DoP&T guidelines, the later will prevail. The engagement of consultant will stand terminated with effect from the date of issue of DoP&T guidelines.

## **6. RIGHTS OF THE DEPARTMENT**

The Department has the right to cancel the advertisement, and not go for engagement of Consultant, at any stage. It may accept or reject any or all applications, without giving any reasons therefor, whatsoever.

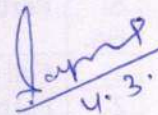
## **7. Guidelines for the submission of the application**

The duly completed application in prescribed proforma at Annexure-I should be sent to email ID [pe2section.dte@indiapost.gov.in](mailto:pe2section.dte@indiapost.gov.in) by **14<sup>th</sup> March, 2024** with subject bearing "**Application for the post of Consultant at Official Language Division of Postal Directorate**". No other means of submission of application will be entertained. Any application received after the last date of submission will not be entertained.



The application should be submitted with the following self-attested scanned documents in PDF format:

- a) Copy of retirement notification
- b) Copy of Pension Payment Order (PPO)
- c) Certificate in support of educational qualification & experience

  
4.3.2024

(Sapna)

Asst. Director General (PE- II)

Tel: 011-23096191



## ANNEXURE-I

Application for the post of Consultant in the Department of Posts, Dak Bhawan,  
New Delhi

Recent  
Passport Size  
Photograph

Sl No.	Particulars	To filled by the applicant
1.	Full Name (in BLOCK LETTERS)	
2.	Father's/Husband's Name	
3.	Date of Birth (dd/mm/yyyy) Date of Retirement (dd/mm/yyyy)	
4.	Contact Details	Mobile No.: Tel No.: E-mail ID
5.	Address for Communication	PIN:
6.	Date of Joining of Government Service	
7.	Age as on Date (yy/mm)	
8.	Category (SC/ST/OBC)	
9.	Whether physically handicapped	
10.	Date of retirement and the post from which retired (enclose copy of retirement order)	
11.	Name of the Ministry/ Department/State Government from which retired	
12.	Last Pay Drawn (please enclose copy)	
13.	Education/ Technical Qualification (Please enclose copy of Certificate/ Mark Sheet)	
14.	P.P.O. No (Please enclose copy)	
15.	Details of Computer Knowledge	
16.	Brief particulars of Experience of the last 10 years (assignment-wise). Other relevant experiences may also be provided. [A separate sheet may be annexed]	

I hereby declare that the particulars furnished above are true 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 Posts. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Place:  
Date:

Signature

(Full name of the applicant)