

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: 18.01. 2024

OFFICE MEMORANDUM

Subject: Engagement of Retired Government servants for the post of Deputy Director and Assistant Director on contract basis in Disaster Management Division of the Ministry of Home Affairs--regd.

Reference is invited to Circular No. 41/20/2023-NDm-I dated 16.01.2024 (Copy enclosed) inviting applications from retired Government Officials on the subject cited above. The last date of receipt of application is 31.01.2024.

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 Government of India

To

The Retired CSS Officers (Through DoPT's website)

No.41/20/2023- NDM-I
Government of India
Ministry of Home Affairs
(Disaster Management Division)

'C' Wing, 3rd Floor, NDCC-II Building,
 Jai Singh Road, New Delhi- 01.
 Dated the 16th January, 2024.

CIRCULAR

The Ministry of Home Affairs invites applications from willing and eligible individuals for engagement of consultants on contract basis in Disaster Management Division of the Ministry who have retired from the post of Under Secretary or equivalent for the post of Deputy Director and Section Officer or equivalent for post of Assistant Director for a period of six months.

Position and number of posts	Eligibility condition	Job Profile	Consolidated remuneration per month
Consultant-01(One) Against post of Deputy Director (in level 11)	Below the age of 62 years for government servants, who have retired from the post of Under Secretary or equivalent for the post of Deputy Director and Section Officer or equivalent for the post of Assistant Director.	(i) Analysis of data and compilation relating to Disaster Management, Preparation of briefs, notes. (ii) Organizing of National Executive Committee and High Level Committee (HLC) Meetings, Preparing agenda points, issuing minutes/proceedings & follow up. (iii) Resource mobilization for response and relief for natural disasters.	The remuneration would be regulated as per Department of Expenditure O.M. dated 09.12.2020 & Ministry of Home Affairs guidelines for engagement of Consultants (Retired Central Government Servants) as per copy attached.
Consultant-01 (One) against post of Assistant Director (in level 10)	(i) The person engaged should have experience of Data Management/Data Analytics/Project Management and/or qualification in Economics/Law/Statistics. (ii) The person engaged should have communications and interpersonal skills, knowledge of computer applications such as MS Word, MS Excel and Power Point etc. and should have expertise in drafting/noting,	(iv) Analyzing the memorandum received from States for central assistance. (v) Constitute and depute Inter-Ministerial Central Team (IMCT) for on the spot assessment in affected areas due to any notified natural calamities in the States, and process the report before Sub Committee of National Executive Committee (SC-NEC) and HLC. (vi) Coordination with State Governments along with various	

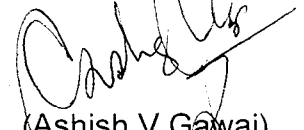
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Signature

	budget/accounts, office procedure etc. (iii) The remuneration as well as the terms and conditions of engagement of Consultant may kindly be seen in the guidelines.	subordinate organizations of this Ministry like NDMA, NDRF, NIDM etc. as well as concerned Ministries/Departments. (vii) Reply to PMO/VIP references and RTI applications.	
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Applicants are requested to submit the application to Mr. Ajay Kumar, Section Officer (DM-I), C wing, 3rd Floor, NDCC-II Building, New Delhi-01, in the proforma attached (Annexure-II) and may also be emailed at ajay.kumar92@gov.in by 31st January, 2024.



(Ashish V Gawai)

Director to the Government of India

Tel:- 011-23438154

Email: av.gawai@nic.in

dir-dm1@mha.gov.in

To,

1. US(CS.I- Coord), Department of Personnel & Training, Lok Nayak Bhawan, New Delhi- (with the request to upload the circular in DoP&T's website for wide publicity.)
2. US (Coordination), NDMA, Safdarjang Enclave, NDMA Bhawan, A-1, Nauroji Nagar, New Delhi – 29. – (with the request to upload the circular on the official website of NDMA.)
3. Joint Director, NIDM, Plot No. 15, Block-B, Pocket-3, Sector-29, Rohini, Delhi-42. – (with the request to upload the circular on the official website of NIDM).
4. NIC Cell, Ministry of Home Affairs- (with the request to upload the circular on the official website of Ministry of Home Affairs as well as Disaster Management Division website i.e. ndmindia.mha.gov.in.)

Other Terms and Conditions

1. Eligibility

- 1.1 Persons retired from the post of Under Secretary or equivalent for post of Deputy Director and Section Officer or equivalent for post of Assistant Director are eligible for the position of Consultant.
- 1.2 Should have good communications and interpersonal skills, fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.
- 1.3 Should have expertise in office procedure, etc.

2. Engagement:

- 2.1 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry.

3. Working Hours:

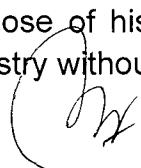
- 3.1 The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work.
- 3.2 They shall mark their attendance in AEBAS mandatorily and failing which may result in deduction of remuneration.

4. Tax Deduction at Source:

- 4.1 The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them.

5. Confidentiality of data and documents:

- 5.1 The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Ministry/ organization shall remain with the Ministry.
- 5.2 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 Ministry without the express written consent of the Ministry.



5.3 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 Ministry.

6. Conflict of interest:

1. The Consultant shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Ministry nor will he indulge in any activity outside the terms of the contractual assignment.
2. The Consultant shall not claim any benefit/ compensation/ absorption/ regularization of service with this Ministry.

7. Termination of Agreement:

The Ministry may terminate the contract to which these terms apply, if-

- i. The Consultant is unable to address the assigned work.
- ii. Quality of the assigned work is not to the satisfaction of the Controlling Officer/ Competent Authority in the Ministry.
- iii. The Consultant is found lacking in honesty and integrity.
- iv. The Competent Authority in the Ministry may also terminate the contract at any time without giving any notice and also without assigning any reason.

8. Applicability of Central Services Rules:

8.1 The engagement of consultant shall be subject to the provision of the Central Civil Services (Conduct) Rules, 1964 and CCS (Classification, Control and Appeal) Rules, 1965.

A handwritten signature in black ink, consisting of a large, loopy initial 'O' followed by a smaller, more intricate signature.

ANNEXURE-II

Application for engagement as Consultant on contract basis in Ministry of Home Affairs w.r.t. the circular No. _____ dated _____.

Name		Recent Photograph
Mother's/ Father's/ Husband's Name		
Date of birth		
Address for Correspondence		
Permanent Address		
Contact No./ Mob. No.		
Email ID		
Educational/ Technical Qualification (S)		
Details of experience to be attached in proforma appended as " APPENDIX "	Dully filled proforma "APPENDIX" is attached.	
Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO		
Any other relevant information (use a separate sheet, if necessary)		

The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure and they are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

Date:

Signature of the Applicant



Details of experience

Period	Name of Office/ Organization	Post/ Last Pay Drawn/ Pay Band with Grade Pay/ Level Matrix, if applicable	Description of duties performed

Name/ Signature:- _____

