

No.25/4/2022.CS.II(A)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

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3<sup>rd</sup>Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi.  
Dated : 04.05.2023

OFFICE MEMORANDUM

Subject:- Engagement of retired Central Government officers as Consultant (at PS/PPS level) in the Department of Commerce- regarding.

The undersigned is directed to circulate the Circular No. A-12034/1/2022.E-2-DoC dated 27.04.2023 (along with enclosures) received from Department of Commerce, New Delhi regarding engagement of retired Central Government officers as Consultant on contract basis (at PS Level) in the Department of Commerce.

2. In case of any further clarification, applicants are requested to contact Department of Commerce, New Delhi, directly.

Encl : As above

  
(Vinay Kumar)

Under Secretary to the Government of India  
Tel.No. 24654020

To (through DOPT's Website) :  
All the retired PS/PPS of CSSS Cadre

25/3/2022-CS.II(A)

2515364/2023/O/o US (CS-II)

No. A-12034/1/2022-E-2-DoC  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
E-2 Section

6<sup>th</sup> Floor, Vanijya Bhawan  
16A, Akbar Road, New Delhi-110001  
Dated the 27 April, 2023

## CIRCULAR

Subject: Engagement of retired Central Government Officers as Consultants (at PS/PPS level) in the Department of Commerce-regarding.

The Department of Commerce invites applications from willing and eligible retired government employees for their engagement as Consultants on contractual basis in this Department against the following posts:

Name of Post	Number of consultants to be engaged	Applicants retired from Post
PS	8	PS/PPS

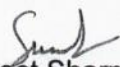
Note- The number of consultants may vary as per the requirement.

- The engagement shall be initially for a period of one year, which may be extended or curtailed as per the requirement and satisfactory performance of the Consultant. The term of appointment shall not be extended beyond 5 years after superannuation. The job location shall be in Udyog Bhawan or Vanijya Bhawan, Akbar Road, New Delhi.
- The terms & conditions for engagement of such consultants viz. remuneration, Eligibility, Leave, working hours etc. shall be regulated by the Department of Expenditure's O.M. No. 3-25/2020-E.IIIA dated 09.12.2020. The detailed Terms and Conditions of the engagement are mentioned in **Annexure-I**.
- The Department of Commerce reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.
- The retired government servant engaged as Consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Consultant. The engagement as Consultant shall not be considered as a case of re-employment.
- The interested persons must submit their application in the prescribed format (**Annexure-II**) as enclosed herewith to:-

Deputy Director (Est-2), Department of Commerce, W-6100, 6<sup>th</sup> Floor, Vanijya Bhawan, 16A Akbar Road, New Delhi

The same can also be sent through e-mail ID of Estt. 2 i.e. moc\_est2@nic.in followed by hard copy within the stipulated time. Those who have already applied against the circular of even no. dated 31.03.2023 are not required to apply again.

- The last date for receipt of applications, in the prescribed format is 17.05.2023 upto 05:00 PM. Applications received after due date/time and without supporting documents will not be considered.

  
(Sumeet Sharma)  
Deputy Director

To

- All Ministries/Departments of Government of India.
- Website of DoC
- ✓ Department of Personnel & Training [CS-II Division], Khan Market, New Delhi for uploading on its website for wide publicity.



Terms and Conditions

## 1. Eligibility:

- 1.1 The applicant should not have attained the **age of 63 years** on the closing date of applications and should be in good health for discharging his/her official duties effectively.
- 1.2 The applicant should have fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.
- 1.3 The applicant should have retired from the post of PS/PPS from Central Government Ministries/Departments. The applicant should have good communication and interpersonal skills, knowledge of Stenography in English/Hindi and should be well conversant with noting/drafting.
- 1.4 The applicant 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 and Leave:

- 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.
- 3.3 Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a Calendar year may not be allowed.

## 4. Remuneration &amp; Tax Deduction at Source:

- 4.1 The consultant shall be paid a fixed monthly amount calculated as under:

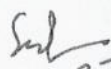
**Last Pay Drawn (Basic Pay) – Basic Pension + Transport Allowance  
(applicable at retirement)**

The amount of remuneration so fixed shall remain unchanged for the term of contract. Release of monthly remuneration is subject to production/submission of satisfactory performance certificate from the concerned controlling officer.

- 4.2 The Income Tax or any other tax will be deducted at source as per Government instructions.

## 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

  
27/4/23

assignment or during the course of assignment for the Ministry without the express written consent of the Ministry.

5.3 The Consultant would be required to sign a non-disclosure undertaking as per ANNEXURE-III.

6. Conflict of Interest

6.1 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.

6.2 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.

  
27/4/23



**ANNEXURE-II**

**Application for engagement as Consultant on contract basis in Department of Commerce w.r.t. the Circular No. \_\_\_\_\_ dated \_\_\_\_\_**

Name	
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 <b>"APPENDIX"</b>	
Post held on retirement	
Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO	
Special Achievement (if any) along with supporting documents.	
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-I and they are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

Date:

Signature of the Applicant

**APPENDIX****Details of experience**

Period	Name of Office/Organisation	Post held and Remuneration (Pay Band with Grade Pay/ Level Matrix, if applicable)	Description of duties performed

Name/Signature:- \_\_\_\_\_

ANNEXURE-IIINON-DISCLOSURE UNDERTAKING

To,

The Joint Secretary (Admn.)  
Department of Commerce  
Udyog Bhawan, New Delhi

Sir,

I hereby undertake

- to treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
- not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
- to hold such confidential information in trust and confidence both during and after the terms of my engagement.
- not to engage in any other employment/occupation/consultancy or any other activity during my engagement with Department of Commerce which would otherwise conflict with my obligations towards Department of Commerce.
- to abide by data security policy and related guidelines issued by Department of Commerce.
- not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
- to maintain highest standards of ethics & integrity during the period of engagement as Consultant.

2. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to the Department any records/material, equipment, documents or data which is of confidential nature.

3. I shall keep Department of Commerce informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

5. For the purpose of this undertaking, Confidential Information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature)

Name: \_\_\_\_\_  
Address & No. \_\_\_\_\_

Dated: \_\_\_\_\_