

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

2<sup>nd</sup> Floor, 'A' Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003

Dated the 25<sup>th</sup> October, 2024

**OFFICE MEMORANDUM**

**Subject: Notice inviting applications from the retired Government Servants for rendering services as Consultant (Protocol Officer) in Ministry of Food Processing Industries –regarding.**

Reference is invited to circular No. A-41013/1/2024-ADMINISTRATION dated 15.10.2024 received from Ministry of Food Processing Industries. Ministry of Food Processing Industries is inviting applications from retired Government Officers at Under Secretary/ Section Officer Level for appointment as Consultant (Protocol Officer) on short-term contract basis. The last date for receipt of applications is 05.11.2024.

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

Encl: As above

  
(Sunil Kumar)

Under Secretary to the Government of India

To

The retired CSS Officers (Through DoPT's website)

**No. A-41013/1/2024-ADMINISTRATION**

भारत सरकार/ **Government of India**

खाद्य प्रसंस्करण उद्योग मंत्रालय/ **Ministry of Food Processing Industries**

पंचशील भवन/Panchsheel Bhawan,  
अगस्त क्रांति मार्ग/ August Kranti Marg,  
नई दिल्ली/ New Delhi-110049

दिनांक/ Dated: 15.10.2024

**CIRCULAR**

**Subject:** Notice inviting applications from the retired Government Servants for rendering services as Consultant(Protocol Officer) (one post) on short-term contract basis in Ministry of Food Processing Industries– reg.

The undersigned is directed to circulate herewith a copy of advertisement inviting applications from retired Government of India officers at **Section Officer/Under Secretary level** for appointment as Consultant(Protocol Officer) (one post) in the Ministry of Food Processing Industries on short-term contract basis.

2. The details including eligibility criteria, selection modalities etc. are enclosed and the same is also available on this Ministry's Website [<https://www.mofpi.gov.in/careers>]. The Ministry of Food Processing Industries 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 Consultant on contract basis is also enclosed herewith. The last date of receipt of applications is **5th November 2024**. Applications received after due date will not be considered.

Encls: As above.



**(Ajay Kumar)**

Deputy Secretary

E-mail: [ajay.kr69@nic.in](mailto:ajay.kr69@nic.in)

Tel:- 011-26406523

To

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

Copy to:

1. NIC, MoFPI – with the request to upload the advertisement on the website of MoFPI.
2. Under Secretary (CS.I), Department of Personnel & Training, Lok Nayak Bhawan, New Delhi - with the request to direct the concerned to upload this circular on DoPT's website.

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*pls put up on file*

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**No. A-41013/1/2024-ADMINISTRATION**

भारत सरकार/ **Government of India**

खाद्य प्रसंस्करण उद्योग मंत्रालय/ **Ministry of Food Processing Industries**

पंचशील भवन/Panchsheel Bhawan,  
अगस्त क्रांति मार्ग/ August Kranti Marg,  
नई दिल्ली/ New Delhi-110049

दिनांक/ Dated: 15.10.2024

**Advertisement Notice**

**Subject:** Notice inviting applications from the retired Government Servants for rendering services as Consultant (Protocol Officer) (one post) on short-term contract basis in Ministry of Food Processing Industries– reg.

Applications in the prescribed format (as per Annexure) are invited from eligible candidates for engagement as Consultant(Protocol Officer) (one post) in the Ministry of Food Processing Industries for an initial period of one year which is extendable on half yearly basis on short-term contract basis as per details given below: -

1.	<b>Name of Post</b>	Consultant (Protocol Officer)
2.	<b>Requirement</b>	One (1)
3.	<b>Period of Consultancy</b>	Initially for one year which is extendable on half yearly basis upto maximum total period of three years
4.	<b>Eligibility Criteria &amp; Experience</b>	<b>Essential:</b>  (i) Persons retired from the Central Government Ministries/Departments at the level of Section Officer/Under Secretary and well acquainted with the functioning of Central Government Ministries/Departments. (ii) Experience of minimum 3 years in dealing with protocol duties of Union Ministers or any other senior Officers
5.	<b>Age limit</b>	Candidate should not be more than 63 years of age as on the date of advertisement.  The maximum period of Consultancy shall be for three years or upto the age of 65 years, whichever is earlier.
6.	<b>Job Location</b>	Ministry of Food Processing Industries Panchsheel Bhawan, August Kranti Marg Khel Gaon, New Delhi-110049

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7	<b>Scope of work</b>	<p>(i) Receiving / Seeing off Hon'ble Ministers, Secretaries, Additional Secretaries and other senior officers at Airport/ Railway Station etc. on their domestic tours.</p> <p>(ii) Receiving / Seeing off Hon'ble Ministers, Secretaries, Additional Secretaries and other senior officers at Airport on their arrival/ departure from foreign tours.</p> <p>(iii) Co-ordination with the concerned Passport Officer/ MEA for issue of Diplomatic/ official Passports and Visa and arrangement of Airport Entry passes.</p> <p>(iv) Co-ordination with Airlines, bot for the onward and return journey, including checking the correct timings of departure/ arrival, apprising the Hon'ble Ministers and officers concerned and arranging the transport as appropriate.</p> <p>(v) Other miscellaneous functions in connection with the visit of eminent personalities/ guests from other countries, like arrangements for Lunch/ Dinner and other arrangements etc.</p> <p>(vi) Any other work assigned by the seniors.</p>
8	<b>Remuneration</b>	<p>A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement i.e. fee equivalent to "last pay drawn minus pension".</p> <p>The amount of remuneration will be fixed and remain unchanged for the term of the contract.</p> <p>There will be no annual increment/ percentage increase during the contract period.</p> <p>His/ her engagement as Consultant shall not be considered as a case of re-employment.</p>
9	<b>HRA</b>	No HRA shall be admissible.
10	<b>Transport Allowance</b>	An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement.

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11	<b>Leave of absence</b>	<p>Consultant will be eligible for 1.5 days leave for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed. Also, un-availed leave in a year cannot be carried forward to next calendar year.</p>
12	<b>Term of Appointment</b>	<p>The candidate selected will be engaged purely on contractual basis initially for a period of one year or till the vacant post of US is filled, whichever is earlier. The candidate will not confer any right for regular appointment in the Ministry including any allowance such as DA, transport facility, residential accommodation, residential telephone facilities, etc.</p> <p>Further, extension on half yearly basis will be considered based on the work performance &amp; need for the specific post and with the approval of the Competent Authority.</p> <p>The engagement of the contractual position can be terminated or dispensed with by the Competent Authority at any time without assigning any reason and without serving any prior notice thereof.</p> <p>The Consultant shall be required to maintain decorum, discipline as expected of a regular Central Government employee.</p> <p>The Consultant shall be required to observe the normal office timings between 9.00 am to 5.30 pm during working days including half an hour lunch break in between. However, in exigencies of work, he may be required to sit late beyond working hours and may be called on Saturday/Sunday or any other holiday, and other Gazetted holidays. No extra remuneration will be paid for extra hours/holidays.</p> <p>He shall mark his attendance in AEBAS/ Attendance Register mandatorily or on any applicable mode, failing which, it may result in deduction of remuneration.</p> <p>The Income Tax or any other tax liable to be deducted, as per the prevalent rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificate/s. Service Tax, as applicable shall be payable extra, at the prevalent rates.</p>

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		<p>No other allowances will be payable.</p> <p>The remuneration would be worked out by applying the following formula:</p> $\frac{\text{Days attended} \times \text{Fee}}{30}$
13	<b>How to Apply</b>	<p>Interested eligible applicants may submit their applications in the prescribed format (complete in all respects) at Annexure along with the requisite documents, i.e Copy of the PPO, Last Pay Certificate and Bank Details, Copy of Aadhaar Card &amp; PAN Card to the following address:</p> <p>The Deputy Secretary (Admn.) Ministry of Food Processing Industries Panchsheel Bhawan, August Kranti Marg Khel Gaon, New Delhi-110049 E-mail: <a href="mailto:ajay.kr69@nic.in">ajay.kr69@nic.in</a>, <a href="mailto:bd.panwar@nic.in">bd.panwar@nic.in</a></p> <p>Last date for receipt of applications is <b>5th November 2024</b>.</p> <p>Applications received after due date will not be considered.</p>
14	<b>Selection Procedure</b>	<p>Ministry of Food Processing Industries, through a 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>The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.</p>
15	<b>General Conditions</b>	<p>The selected consultant will be governed by the Official Secrets Act, 1923, as amended from time-to-time and will not be disclosed to any unauthorized person(s) any information/data that may come to his notice during the period of his engagement as "Consultant" in this Ministry. All such documents will be the property of the Government.</p> <p>Further, attention is drawn to Central Vigilance Commission's circular no.</p>

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		08/06/2011 dated 24.06.2011, circular no. 01/01/2017 dated 23.01.2017, and circular no. 07/05/2021 dated 03.06.2021 regarding engagement of consultants. He will be completely accountable for any advice or any service rendered by him during his engagement in this Ministry in view of norms of ethical business and professionalism.
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2. This issues with the approval of the Competent Authority.

**Encl:** As above.



**(Ajay Kumar)**  
Deputy Secretary  
E-mail: [ajay.kr69@nic.in](mailto:ajay.kr69@nic.in)  
Tel:- 011-26406523

**Annexure**

**Application for one post of Consultant (Protocol Officer) on contract basis in the Ministry of Food Processing Industries, Government of India, New Delhi**

- 1) Name in full (in Block letters) :
- 2) Father's/ Husband's name :
- 3) Nationality :
- 4) Sex :
- 6) Date of Birth :
- 7) Age as on date :
- 8) Present/ Correspondence address :

Mobile:

E-mail:

- 8) Permanent address :
- 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	Last Pay Drawn	Period		Nature of duties (in brief)
			From	To	

12) Additional relevant information, if any, in support of your suitability for the said engagement. Attach a separate sheet, if necessary.

**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 Ministry of Food Processing Industries.

**Signature**  
(Full name of the applicant)

Place:

Date:

Enclosures:

- Copy of PPO and LPC
- Educational Qualification
- Aadhar Card
- Pan Card
- Bank Details