

No.G-11012/1/2021-IFD
Government of India
Ministry of Tourism

Transport Bhawan, New Delhi
Dated 7th September 2021

VACANCY CIRCULAR

Subject: Engagement of retired Government officers as ‘Consultants’ on contract basis in Ministry of Tourism (MoT) – inviting applications thereof.

Ministry of Tourism invites applications for engagement of one Consultant on contract basis from retired Officers of the rank of SO/US or its equivalent who have retired from any Central Government Ministries/ Attached/Subordinate offices, having experience in functioning of central government Ministries/Departments and sound knowledge of GFR/Manual of Procurement and other Government rules and instructions.

2. Terms and conditions of the contract shall be as under:-

- i. The Consultant will be required to examine cases/proposals, policy issues, budgetary matters, Finance matter in the light of GFR/Central Government rules and regulations, prepare briefs/presentations and analyse cases assigned to them by their controlling officers.
- ii. They shall be fully conversant with MS-word/PPT/Excel etc.
- iii. He/she should have attained not more than 62 years of age as on 01.09.2021.
- iv. Working hours shall be normally be from 09.00 a.m. to 5.30 p.m. during working days. However, in exigencies of work, the consultant may be required to sit late and may be called on Saturday/Sundays or other holidays.
- v. The Consultant 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 Ministry. All such documents will be the property of the Government.
- vi. He/she 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.

- vii. The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Department shall remain with the Department.
- viii. Attention is drawn to Central Vigilance Commission's circular No.01/0/2017 dated 23.1.2017 and circular No. 08/06/2011 dated 24.6.2011 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.
- ix. The consultant must act, at all times in the interest of Ministry of Tourism and render any advice/service with professional integrity.
- x. He/she will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in this Department.
- xi. The consultant 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 he/she indulge in any activity outside the terms of the contractual assignment.

3. Remuneration and Allowances:

3.1 **Emoluments:** Monthly emoluments/remuneration payable shall be equivalent to the last basic pay drawn minus the amount of basic pension. The emoluments and pension drawn should not exceed the last pay drawn by the selected person. There will be no annual increment/ percentage increase during the contract period.

3.1.2 In addition, the selected person shall also be made eligible for local conveyance @ 50% of the transport allowance drawn by him on last post. However, Dearness allowance shall not be admissible thereon.

3.1.3 The consultant will however be eligible for official email id, government identification card, office with standard equipment library facility etc.

3.2 **Allowances:** - Consultant shall not be entitled to any kind of allowance or accommodation facility. However, he/she is required to travel inside the country in connection with official work of the Ministry, TA/DA as admissible to a regular employee of the same grade he/she retired from will be paid to him/her after obtaining approval of the competent authority.

3.3 The remuneration of contract appointment of retired central Government employee may be govern by Department of Expenditure OM no. 3-25/2020-E.IIIA dated 09.12.2020.

4. Leave: - Consultants shall be eligible for 8 days leave in a calendar year on pre-rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to consultants. Un-availed leave shall neither be carried forward to next year nor encashed.

5. Tax deduction of 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.

6. The engagement as consultant shall not be considered as a case of re-employment.

7. Eligibility Criteria for Engagement of consultants: -

The person who wish to apply should fulfill the following criteria:

7.1 General Conditions:-

- i. Should have retired from any Central Government Ministry, Attached/Subordinate offices and in the level of Section officers/Under Secretary or equivalent only.
- ii. Should not be more than 62 years of age as on 01.09.2021
- iii. He/She should have excellent communication and interpersonal skill with excellent computer knowledge and computer operation.
- iv. SO/US with sound knowledge and experience in handling Finance matters especially in handling various schemes of Ministries/Departments, Parliament Matters including Parliamentary Standing Committees/Audit Paras/RTIs/Annual Report /Policy Framework/Preparation of SFC/EFC memo for central sector schemes/centrally sponsored schemes/CCEA Notes etc.

7.2 Period of Engagement:-

7.2.1 The initial engagement of a person as Consultant will be for a period of one year. After expiry of initial term, engagement may be extended, based on requirement of Ministry and performance of consultant(s) concerned, with the approval of competent authority, for a maximum period of one year at a time.

7.2.2 The appointment of Consultant would be on full-time basis and he/she would not be permitted to take up any other assignment during the period of consultancy in the Ministry of Tourism.

7.2.3. The appointment of consultants is of a temporary (non-official) nature against the specific jobs/assignments.

8. Procedure for selection:-

The Screening Committee constituted by Ministry of Tourism will scrutinize the applications and select one consultant based on the eligibility criteria as stated in para 7.1 above.

9. Termination of consultancy:-

The engagement of consultant can be terminated by the Ministry of Tourism at any time without assigning any reason thereof. However, consultant will have to give 30 days advance notice or remuneration in lieu thereof before resigning from the engagement.

10. Interested retired Central Government officers may submit their applications in the enclosed format along with copy of PPO by 5.00 PM on 30.09.2021. The application should be sent by email at **piyush.moca@nic.in**, **with cc to rlgupta.edu@nic.in**. Incomplete applications or applications received after the due date will be rejected.

Encl: Prescribed pro-forma for application.

Sd/-

(R L Gupta)

Under Secretary to the Government of India

011- 23321794

To,

1. DoPT with request to upload in the website of DoPT for giving wide publicity.
2. NIC, Ministry of Tourism with request to publish above advertisement in the Ministry's website(tourism.gov.in> Recruitment/ News & updates caption).

Annexure

Application for the post of consultant in the Ministry of Tourism, New Delhi.

Recent Passport Size Photograph

1. Full Name:
2. Father's Name:
3. Date of Birth:
4. Date of Retirement:
5. Office where last worked:
 - Name of office :
 - Whether main Ministry/Attached/Subordinate Office:
6. Designation of post last held:
7. Last Pay
8. Amount of Basic Pension drawn:
9. Aadhar No.:
10. Mobile No.:
11. Address:
12. Educational Qualification:
13. E-mail Id:
14. Work Experience (Add separate sheet if required)

Ministry/Department	Post Held	Period		Nature of work	Remarks
		From	To		

Place:

Date:

(Signature of applicant)