

**No.A-42/32/2021-Admn.-I**  
**Government of India**  
**Ministry of Tourism**  
**(Administration-I Division)**

**Transport Bhawan,**  
**1-Parliament Street,**  
**New Delhi-110001**  
**Dated: 16.02.2022**

**CIRCULAR**

**Subject:** Engagement of retired Central Government Officers as Consultant (at US/DS level in the Ministry of Tourism- regarding

The Ministry of Tourism, Govt of India invites application from willing and eligible retired government employees for his engagement as Consultants on contractual basis in this Ministry for one post at the level of US/DS.

2. 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 job location shall be in Transport Bhawan, Sansad Marg or Chandralok Bhawan, Janpath Road, New Delhi.

3. 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**

4. The Ministry of Tourism reserves the right to accept or reject in part or in full or all the responses without assigning any reason whatever.

5. The retired government servants engagement 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.

6. The interested persons must submit their application in the prescribe format (**Annexure-II**) as enclosed herewith to:-

Shri Pankaj Kumar Devrani, Under Secretary (Admn.-I), Ministry of Tourism, Govt of India, Room No. 126, Transport Bhawan, 1- Parliament Street, New Delhi-110001.

The same can also be sent through e-mail ID at [pankaj.devrani@gov.in](mailto:pankaj.devrani@gov.in) or [adadmin1@nic.in](mailto:adadmin1@nic.in) followed by hard copy within the stipulated time.

7. The last date for receipt of application in the prescribed format is 09.03.2022 upto 05:00 PM. Applications received after due date/time and without supporting documents will not be considered.

  
(Pankaj Kumar Devrani)

Under Secretary to the Govt of India

To:

1. All Ministries/Departments of Government of India.
2. E-Office/Notice Board/NIC (for website).
3. Department of Personnel & Training {CS-I (Coordination Division)}, Khan Market, New Delhi for uploading on its website for wide publicity.

**1. Eligibility**

**1.1** The applicant should have retired from the post of US/DS level Officers from Central Government Ministries /Departments.

**1.2** The applicant should have fair knowledge of computer application such as MS Word, MS Excel and PowerPoint etc.

**1.3** The applicant should have substantive experience in cadre restructuring, framing/ amendment of R/Rules and other administrative matters.

**1.4** The applicant should be through with office procedures, rules and regulations.

**2. Scope of work:**

- (i) Restructuring of cadre of Ministry of Tourism along with its domestic offices.
- (ii) Framing / amendment of R/Rules of various grade of the Ministry and its domestic offices.
- (iii) Any other work as assigned by Senior Officer(s) of the Ministry.

**3. Engagement:**

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

**4. Working Hours and Leave:**

**4.1** 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.

**4.2** They shall mark their attendance in AEBAS mandatorily and failing which may result in deduction of remuneration.

**4.3** 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.

**5. Remuneration & Tax Deduction at Source:**

**5.1** 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

**5.2** The income Tax or any other tax will be deducted at source as per Government instruction.

**6. Confidentiality of data and documents:**

**6.1** The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Ministry/ Organization shall remain with the Ministry.

**6.2** 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 collection for the purpose of his assignment or during the course of assignment for the Ministry without the express written consent of the Ministry.

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

**7. Conflict of Interest: -**

**7.1** 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.

**7.2** The Consultant shall not claim any benefit/ compensation/ absorption/ regularization of service with this Ministry.

**8. 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.

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Annexure-II

**Application for engagement as Consultant on contract basis in Ministry of  
Tourism w.r.t. the Circular No. A-42/32/2021-Admn-I dated 16.02.2022**

<b>Name</b>	
Mother's/Father's/Husband's Name	
Date of Birth	
Address for Correspondence	
Permanent Address	
Contract No./Mob.No.	
Email ID	
Education/Technical Qualification (S)	
Details of Experience to be attached in proforma appended as " <b>APPENDIX</b> "	
Dated 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, Remuneration or Pay Band with Grade Pay/ Level Matrix, If applicable	Description of duties performed

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

NON-DISCLOSURE UNDERTAKING

To,

The Addition Secretary (Admn.)  
Ministry of Tourism  
Transport Bhawan,  
1-Parliament Street,  
New Delhi-110001

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 Ministry of Tourism which would otherwise conflict with my obligations towards Ministry of Tourism.
  - To abide by data security policy and related guidelines issued by Ministry of Tourism.
  - Not to resort any corrupt practise 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 records/materials, I shall promptly surrender and deliver to the Ministry of Tourism any records / materials, equipments, documents or data which is of confidential nature.
3. I shall keep Ministry of Tourism 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: \_\_\_\_\_