

**F. No. 1/3/2020-PMUSD – Part (2)**

**Government of India  
Ministry of Tourism  
(HRD Division)**

**7th Floor, Chanderlok Building,  
36 Janpath, New Delhi- 110001**

**Dated: 4<sup>th</sup> August, 2022**

**CIRCULAR**

**Subject:** -Engagement of retired Government Servant as Consultant (Project Manager) in Program Monitoring Unit – Skill Development (PMUSD), HRD Division, Ministry of Tourism, on short term contract basis.

Applications in the prescribed format (As per **Annexure-A**) are invited from eligible candidates for engagement of retired Government Servants as Consultant (Project Manager) in Program Monitoring Unit – Skill Development (PMUSD), HRD Division, Ministry of Tourism, on short-term contract basis; as per the details given below: -

1	Name/ Number of Posts	<b>Consultant (Project Manager)/ One Post</b>
2	Period of Consultancy	Initially for a period of one year. The consultancy period may be extended at the discretion of the Competent Authority subject to functional requirement, performance appraisal, fitness of individual, etc. However, the maximum period of engagement will be for a period of three years or upto 65 years of age, whichever is earlier.
3	Job Location	Project Monitoring Unit Skill Development (PMUSD), Ministry of Tourism, Government of India, New Delhi
4	Eligibility Criteria & Experience	Officers retired at Grade pay level of Rs. 6600/- / Rs. 7600/- (Pay Level 11/12) of 7th CPC from Central/ State Governments, Union Territory/PSUs/Semi-Government/Autonomous or Statutory organizations. <b>Educational qualifications:</b> Graduate from any recognized University. <b>Experience:</b> i. 3 years of experience in handling Government of India Schemes at SO level and/or above. ii. Knowledge of computer operations including MS Word, Power point and ability to handle email communications. iii. Processing of cases of release of funds to State. iv. Processing of cases relating to VIP References/ Parliament Matters. v. Litigation matters including Court Cases/ RTI Matters, etc. vi. Processing of Establishment/ Administration/ Vigilance matters, etc. vii. Examination of policy issues, Bills etc.

5	Age limit	Candidate should not be more than 62 years of age on the last date of receipt of application.
6	Remuneration	Consultant will be paid remuneration @ <b>Last Basic Pay drawn - Basic Pension) + DA at prevailing rates.</b> Income Tax or any other tax, whichever are applicable will be deducted as per the prevailing rules at source before effecting the payment for which the Department will issue TDS certificate.
7	Leave	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.
8	Working Hours	<p>a. The Consultant shall be required to observe the normal office timings between 9.00 am to 5.30 pm and may also be called upon to attend office beyond working hours and also on Saturdays/Sundays or any other holidays, in case of exigencies of work. No extra remuneration shall be paid for extra hours/holidays.</p> <p>b. They shall mark their attendance in biometric system of attendance, failing which it may result in deduction of remuneration.</p>
9	Terms of Contract	<p>a. The selected candidate will be engaged purely on contractual basis initially for a period of one year and will not confer any right for regular appointment in the Department including any allowance such as DA, transport facility, residential accommodation, residential telephone facilities, etc.</p> <p>b. Further extension on year-to-year basis will be considered based on the work performance and need for the specific post.</p> <p>c. The engagement of the contractual position may be terminated either side at any time by giving on months' notice.</p>
10	General Conditions	<p>i. The selected Consultants will be governed by the Official Secrets Act, 1923, as amended from time-to-time and will not disclose to any unauthorized persons (s) any information/ data that may come to their notice during the period of their engagement as 'Consultant' (Project Manager) in the Department. All such documents will be the property of the Government.</p> <p>ii. They 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.</p> <p>iii. Attention is drawn to Central Vigilance Commission's circular No. 01/0/2017 dated 23.1.2017 and circular No. 08.06.2011 dated 24.06.2011 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.</p> <p>iv. They must act, at all times, in the interest of Ministry of Tourism and render any advice/ service with professional integrity.</p> <p>v. They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as Consultant (Project Manager) in the Department.</p>

		<ul style="list-style-type: none"> <li>vi. 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 Ministry nor will they indulge in any activity outside the terms of the contractual assignment.</li> <li>vii. The person must be acquainted with the functioning of Central Govt. Ministries/Department. Persons retired from the Central Government having experience of relevant field shall be given preference.</li> <li>viii. The person must be able to work in MS Office and should be proficient in examining the cases, noting and drafting. Experience in Parliament &amp; Coordination work, procurement, knowledge of GFRs, experience of working in IFD/ Budget/Policy/Monitoring shall be preferred.</li> <li>ix. The candidate will be required to sign a non-disclosure undertaking and will be required to sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.</li> <li>x. The consultant shall not exercise any statutory, legal and financial powers.</li> <li>xi. The Department may terminate the consultant's engagement in case he is unable to achieve the assigned works within the time-frame, the work assigned to him is not satisfactory to the Department and / or found lacking in honesty and integrity.</li> <li>xii. Department shall also reserve the right to terminate the service of Consultant at any time giving one week's notice without assigning any reason.</li> </ul>
11	How to Apply	<p>a. Interested eligible applicants may submit their applications as per proforma at Annexure on the following address in offline mode: -</p> <p style="text-align: center;">Under Secretary (HRD Division), Ministry of Tourism, Government of India, 7th Floor, Chanderlok Building, 36, Janpath, New Delhi – 110001 OR At email address: <a href="mailto:manju.rishi@nic.in">manju.rishi@nic.in</a> in online mode.</p> <p>(b) Last date for receipt of application is 18.08.2023 (5.30 PM). (c) Applications received after due date will not be considered.</p>
12	Selection Procedure	<ul style="list-style-type: none"> <li>a. Ministry of Tourism, HRD Division, through a 3 members Screening Committee, will scrutinize the applications and short-list the candidates based on merit. The short-listed candidates will be called for interview for selection by the Selection Committee.</li> <li>b. The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.</li> <li>c. A panel of candidates shall be made with double the number of selected Consultants in the Ministry, which shall remain alive for one year from the date of selection of the Consultants. In</li> </ul>

		case any selected Consultant does not join or leave the engagement in mid-way, in such circumstance, Consultants from the panel list shall be considered for offer of engagement.
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2. Eligible candidates, in good health may submit their applications in the enclosed format before the closing date. Applications received with incomplete information or received beyond the closing date will not be considered.

**Encl: Application Form.**

Sd/-

**(Manju Maan)**

Under Secretary to the Government of India

Tel. No: 011-23713521

To,

1. Director (A&F), NCHMCT, Noida.
2. Director, IITTM, Gwalior.
3. Principal I/C, IISM, Gulmarg.
4. ITDC, New Delhi.
5. DDG, NIC, Ministry of Tourism

(Institutes at S.No. 1 to 5 are requested to put the Advertisement on their website).

**Copy to: -**

1. PA to Senior Economic Advisor, Ministry of Tourism.
2. Director, HRD Division, Ministry of Tourism.
3. Assistant Director, HRD Division, Ministry of Tourism
4. PS to AS&FA, Ministry of Tourism

**ANNEXURE-A**

Application for the post of Consultant (Project Manager) on contract basis in Program Monitoring Unit – Skill Development (PMUSD), HRD Division, Ministry of Tourism, Government of India, New Delhi.

1. Name in full (in Block letters) : .....
2. Father's/Mother's/Spouse name : .....
3. Sex : .....
4. Date of Birth : .....
5. Age as on closing date : .....
6. Present/Correspondence address : .....
- Tel/ Mobile : .....
- E-mail : .....
  
7. Permanent Address : .....
- Tel/ Mobile : .....
- E-mail : .....

8. Educational qualifications (Starting from highest qualification)

<b>Exams passed</b>	<b>Name of the University</b>	<b>Year of passing</b>	<b>Subjects</b>	<b>Division</b>	<b>Percentage of marks obtained</b>

9. Details of experience of all previous and present employment:

<b>Name of the Department/Ministry</b>	<b>Tenure of Appointment</b>		<b>Designation</b>	<b>Nature of Appointment</b>	<b>Nature of Duties</b>
	<b>From</b>	<b>To</b>			

10. Pay level (as per 7<sup>th</sup> CPC) at the time of superannuation:

11. Any other relevant information:

**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 shall be liable to be rejected. In case there is any concealment of any information even after my selection as Consultant, Ministry of Tourism has every right to disengage me from Consultant without giving any notice. I shall be bound by the decision of the Ministry of Tourism.

Signatures  
(Full name of the applicant)  
Mob. No. ....

Place: .....  
Date: .....