

**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: 13.05.2026**

OFFICE MEMORANDUM

Subject: Engagement of retired Government officers as Consultant on contract basis in Ministry of Tourism- inviting applications thereof-reg.

Reference is a Vacancy circular No. A-42/32/2021-Admn. I dated 13.05.2026 of Ministry of Tourism vide which applications have been invited from the retired Government officers from the pay level-11 or level-12 of the 7th CPC pay matrix for engagement as Consultant on contractual full time basis. Interested and eligible candidates are invited to submit their applications latest by 28.05.2026 to the following address:

**Under Secretary (Admn. I)
Ministry of Tourism,
Room No. 212, 2nd Floor, Press Trust of India Building,
Parliament Street, New Delhi-110001**

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

Encl: As above



(B H T Vaiphei)

Under Secretary to the Govt of India

Tel. No. 011-23752167

To,

The retired Central Government Officers (Through DoPT's website)

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: 13.05.2026

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, Parliament Street or Press Trust of India Building, Parliament Street, 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 whatsoever. The engagement as consultant shall not be considered as a case of re-employment.
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 B H T Vaiphei, Under Secretary (Admn.-I), Ministry of Tourism, Govt of India, Room No. 212, PTI Building, Parliament Street, New Delhi-110001.

A copy may also be sent through e-mail ID at bht.vaiphei@nic.in or adadmin1@nic.in followed by hard copy within the stipulated time.

7. The application should reach the Ministry of Tourism within 15 days of issuance of this vacancy circular, in the prescribed format. Applications received after due date/time and without supporting documents will not be considered.

8. Ministry/Departments are requested to give wide publicity in their respective Departments/Organisation and Sub-Ordinance Offices.



(B H T Vaiphei)

Under Secretary to the Govt of India

Tel. No. 011-23752167

To:

1. All Ministries/Departments of Government of India.
2. Department of Personnel & Training {CS-I (Coordination Division)}, Khan Market, New Delhi for uploading on its website for wide publicity.
3. AD, IT, Ministry of Tourism – for uploading on Ministry of Tourism website.

Terms and Conditions

1. No. of personnel to be engaged: 01 (one) consultant

2. Qualification and Eligibility:

2.1 Government Officers retired from Central/State Government at Under Secretary (Pay Level - 11)/Deputy Secretary (Pay Level -12). However, preference shall be given to officers retired from Central Ministry/Department.

2.2 Must possess atleast graduate degree in any discipline.

2.3 Must be conversant with functioning of Ministries/Departments and its organizations. Proficient in Noting and drafting and well acquainted with Government rules and regulations.

2.4 Must have very good working knowledge of computer (MS Office/MS Excel/MS Power Point/Internet/E-mail). Experience of having worked on e-Office module is must.

2.5 The applicant should not have attained the age of 62 years on the closing date of applications and should be in good health for discharging his/her official duties effectively.

2.6 The applicant should have substantive secretariat experience (noting/drafting) in the areas of cadre restructuring, framing/ amendment of R/Rules etc.

2.5 The applicant should have expertise in office procedure, etc.

3. Engagement:

3.1 Initially for one year. This can be extended or shorten at the discretion of the Competent Authority.

3.2 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:

4.1 The normal working hours shall be from 9.00 am to 5.30 pm. However, in exigencies, he/she may be called for services on holidays or beyond normal working hours.

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

5. Remuneration, other conditions & Tax Deduction at Source:

5.1 The remuneration paid, leave and other conditions of engagement will be as per DoPT guidelines and will be governed by Department of Expenditure's OM No. 3-25/2020-E.IIIA dated 09.12.2020 as amended from time to time.

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

5.3 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken.

5.4 The consultant shall not be entitled to any TA/DA for joining the appointment.

5.5 No extra compensation will be paid apart from consolidated remuneration admissible even if a person attends office on holidays and work beyond normal office hours.

5.6 Decision of selection committee/competent authority will be final and binding on all candidates/consultants.

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 undertaking given by the candidate is found false

(v) The Competent Authority in the Ministry may also terminate the contract at any time by giving one month notice and also without assigning any reason.

**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 13.05.2026**

Name	
Recent Passport size photograph	
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 " APPENDIX "	
Dated of retirement and name of the office where the officer was last working. Enclose the copy of PPO	
Details of present employment (wherever applicable)	
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 further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of consultants. I also understand that action against me will be taken by the concerned authorities, if I am declared by them to be them to be guilty of any type of misconduct mentioned herein.

Date:

Place:

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 Under Secretary (Admn.)
Ministry of Tourism
PTI Building,
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, equipment, 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: _____