

No. A-41011/4/2018-Estt.-CPC
Government of India
Ministry of Chemicals & Fertilizers
Department of Chemicals and Petrochemicals

Shastri Bhawan, New Delhi

Dated the 25 August, 2020

OFFICE MEMORANDUM

Sub: Engagement of Consultant [Non-Technical /PS(Gr.II)] on contract basis in Department of Chemicals and Petrochemicals, Ministry of Chemicals and Fertilizers.

It is proposed to engage retired Government servants to work as full time Consultant [Non-Tech.P.S.(Gr.II)] with the following terms and conditions :-

- i. Consultant proposed to be engaged must have retired/due to retire from Central Secretariat Stenographic Service (CSSS) at the level of Private Secretary and above and should be well acquainted with the functioning of Central Government Ministries/ Departments. The maximum age limit should be 65 years.
- ii. The work profile and responsibility would be equivalent to that of Private Secretary in Central Government.
- iii. The engagement shall be initially for a period six months, or till regular incumbent is/are available whichever is earlier. The contract may be extended beyond six months at the sole discretion of the Department.
- iv. Working hours shall normally be from 9.00 AM to 5.30 PM during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to sit late and he may be called on Saturday/ Sunday and other Gazetted holidays.
- v. Consultant shall be compulsorily required to enroll himself in the Aadhar Enabled Biometric Attendance System (AEBAS). Attendance registered by the consultant in the BAS only shall be taken as proof of their attendance in the office and on the basis of which fees/ remuneration will be paid.
- vi. Consultant shall be eligible for 04 days leave. However, unavailed leave cannot be carried forward, in case of extension beyond the period mentioned above.
- vii. The engagement may be terminated at any time by the Government or the Consultant without assigning any reason by giving a notice of fifteen days either side. The decision of the Secretary (C&PC) shall be final in all respects.
- viii. The consolidated consultancy fee would be a maximum of Rs. 40,000/- (Rupees Fifty thousand) only per month provided the total monthly consolidated fee and the Basic Pension drawn by the Consultant shall not exceed Last Pay Drawn by him. No other allowances will be admissible.

- ix. The Consultant will maintain complete secrecy in respect of the official work assigned to him and will not divulge any information to any third party.
2. The term of reference are enclosed. The persons who fulfill the eligibility criteria and are willing to offer their services as Consultant, may submit their applications in the prescribed proforma as **Annexure** within 45 days from the date of publication of the advertisement in Employment News to Director (Admn.), Department of Chemicals and Petrochemicals, Room No.236, 'A' Wing, Shastri Bhawan, New Delhi-110001.
3. Ministries / Department is requested to give wide publicity to this O.M. among their staff and Subordinate/Attached offices.



(Satender Prasad)
Under Secretary to the Govt. of India
Tele.No. 23386013

To

All Ministries/Departments of the Government of India.

Copy to : NIC, D/o C&PC for uploading this OM on the website.

Indicative items of work to be handled by Consultant in the Department of Chemicals & Petrochemicals.

1. To note down important minutes and letters as advised by the Officer.
2. To support the communication of the Senior Govt. Officers of DCPC with other departments and industry.
3. To handle telephone calls carefully from all over including PMO/Cabinet Secretariat/Ministers and Parliament and keep the officer connected/informed.
4. To records of all files and letters movement on e-Office and physical as well.
5. To organize all important appointments of the officer.
6. To maintain records/minutes of all important meetings of Secretary.
7. Officer may be kept updated related to Parliament Questions and other matters raised in Parliament.
8. Keep track on issues and information sought by PMO and Cabinet Secretariat, then follow up and submission of information in time.
9. To ensure timely submission of monthly reports to Cabinet Secretary and PMO.
10. And any other work that may be assigned by the competent authority

PROFORMA

Engagement as Consultant[Non-Tech.P.S.(Gr.II)] in Department of Chemicals and Petrochemicals, Shastri Bhawan, New Delhi-110001

1.	Name (In block letter)	
2.	Date of Birth	
3.	Contact Number(Mobile)	
4.	Email address	
5.	Address for communication	
6.	Permanent Address	
7.	Date of Joining Government Service	
8.	Date of retirement	
9.	Post held at the time of retirement.	
10.	PPO (Please enclosed copy)	
11.	Name of the Ministry/Department from which retired	
12.	Whether medically fit (Yes/No)	
13.	Last Pay drawn (Pay in Matrix)	
14.	Educational Qualification (copies of relevant degree)	
15.	Stenography Qualification (copies of relevant degree)	
16.	Details of Knowledge in Computer	
17.	Brief particulars of Experience in the grade of Personal Assistant and above including any post-retirement.	Ministry/ Department Subject handled

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement.

(Signature of the Applicant)