

Estt-22020/3/2021-Estt-MoMA
GOVERNMENT OF INDIA
MINISTRY OF MINORITY AFFAIRS

11th Floor, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road,
New Delhi - 110 003

Dated: 17th March, 2023

CIRCULAR

The Ministry of Minority Affairs invites applications from retired Government Servants, having the relevant experience, for engagement as Consultant on contract basis as per the details below:

S. No.	Name of the Posts	Post held by the Applicant (prior to retirement) & Experience	No. of post	Job Description
1.	Consultant (Establishment)	Under Secretary or Section Officer <u>Experience</u> i. Minimum 5 years experience of working in/handling Establishment Section of any Central Government Ministry/ Department. ii. Having excellent noting/drafting skills iii. Working knowledge of e-office, e-hrms, EVMS, sparrow portals	01	Dealing independently with all matters related to Establishment Section including updating/ verification of Service Books, pay fixation, handling of disciplinary cases, correspondence with Cadre Controlling Authorities, calculation of pension/ retirement benefits and any other work assigned to him/her.
2.	Consultant (PA/PS)	Personal Assistant(PA)/ Private Secretary(PS) <u>Experience</u> Minimum 5 years experience of working with Deputy Secretary /Director or Senior Level Officer in Central Government Ministry/ Department. ii. Should be proficient in English typing and good communication skills. iii. Should have working knowledge of MS-Office Microsoft Word, e-Office, NIC mail etc.	02	To take dictation in shorthand and its transcription, to assist in preparing drafts and to issue all correspondence as per direction of the officer, to manage appointments/ engagements, to attend to telephone calls, to maintain confidential record & papers of the officer and any other work assigned to him/her.

3.	Consultant (Library)	Retired Library & Information Officer or Assistant Library & Information Officer or Library & Information Assistant from Central Government/State Government/Autonomous or Statutory Body/ PSU/ University/ Recognized Research or Educational Institutions	01	Work generally assigned to Librarian/Assistant Librarian such as selection/ acquisition/ cataloguing/ classification/ circulation/ shelving and storage of newspapers/ magazines/ books, to provide reference materials, bibliographical and readers' advisory service, to evaluate library material to determine outdated and unused items to be discarded, to develop and index databases that provide information for library users. Candidates well versed with e-Granthalaya will be preferred.
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2. **Terms and Conditions:**

- i. Engagement shall initially be for a period of one year which is extendable by another year.
- ii. Engagement may be terminated at any time by the competent authority without assigning any reason and without any notice.
- iii. The Consultant shall sign an agreement of confidentiality with the Ministry of Minority Affairs containing a clause of Ethics and Integrity.
- iv. **Age Limit:** Maximum age limit shall be 65 years (preferable 63 years).
- v. **Remuneration:** A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. No Increment and Dearness Allowance shall be allowed during the term of the contract.
- vi. **House Rent Allowances-** No HRA shall be admissible.
- vii. **Transport Allowance-** An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.
- viii. **Leave of absence:** Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may be not be allowed.

3. Eligible candidates, in good health may submit their applications indicating the post for which the candidate wishes to apply. The application should be submitted only through online by visiting the website of

the Ministry at <https://minorityaffairs.gov.in/en/careers> on or before **10.04.2023**. No offline application will be accepted

4. Ministry of Minority Affairs reserves the right to increase/decrease/cancel the vacancy as per requirement without any notice.

5. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Shortlisted candidate will be called for interview/typing test. However, this Ministry reserves the right to reject any or all applications without assigning any reasons.



(Vikas Mohan)

Under Secretary to Government of India

Copy to:

- i. NIC for uploading the advertisement of Ministry's website.
- ii. Department of Personnel & Training [Kind attention: Shri Sunil Kumar, Under Secretary, CS-I(Coord), 2nd Floor, A-Wing, Lok Nayak Bhawan, Khan Market, New Delhi]- for uploading the circular on DoPT website for wider publicity.