

F.No. 40020/1/2023-Estt.
GOVERNMENT OF INDIA
MINISTRY OF MINORITY AFFAIRS

11th Floor, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road,
New Delhi – 110003.

Dated: 06th November, 2024

ADVERTISEMENT NOTICE

Sub.: Notice inviting applications for one (01) post from the retired Government Servants for rendering services as Consultant (Protocol) in the Ministry of Minority Affairs – reg.

Ministry of Minority Affairs invites applications from eligible and desirous retired Government officers of Central Government Ministries/ Departments for engagement as Consultant (Protocol Officer) in the Ministry of Minority Affairs for an initial period not exceeding one year which is extendable by another period up to one year on full time contractual basis as per details given below:

i.	Nature of Post	Consultant (Protocol)
ii.	Requirement	One (01)
iii.	Initial Period of engagement	One year which may be extended by another period up to one year
iv.	Eligibility criterion	<u>Essential:</u> Persons retired from the Central Government Ministries/ Departments up to the Pay Level – 11 of 7 th CPC and well acquainted with the functioning of Central Government Ministries/ Departments. Experience of minimum 3 years in protocol duties with Ministers/ Secretaries or any other senior officers
v.	Age Eligibility	Not more than 64 years as on the date of advertisement
vi.	Scope of work	Receiving/ Seeing off Hon'ble Ministers, Secretaries, Additional Secretaries and other Senior Officers at Airport/ Railway Station etc. on their domestic/ international tours. Receiving/ Seeing off Hon'ble Ministers, Secretaries, Additional Secretaries and other Senior Officers at the Airport on their arrival/ departure from tours. Co-ordination with the concerned Passport Officer/ MEA for issue of Diplomatic/ Official Passports and Visa and arrangement of Airport Entry passes. Co-ordination with the Airlines, both for the onward and return journey, including checking the correct timings of departure/arrival, apprising the Hon'ble Ministers and Officers concerned and arranging the transport, as appropriate. Other miscellaneous functions in connection with the visit of eminent personalities/ guests from other countries, like arrangements for Lunch/Dinner and other arrangements etc. Any work assigned by the seniors.
vii.	Allowances	Consultant shall not be entitled to any kind of allowance or accommodation facility, such as Dearness Allowance, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, etc.

viii.	TA/DA	No TA/DA shall be admissible for joining the assignment or upon its completion. As per D/o Expenditure's OM No. 3-25/2020-E.III.A dated 09.12.2020, Transport allowance for the purpose of commuting between residence and the place of work shall be allowed not exceeding the rate applicable to appointee at the time of retirement.
ix.	Drawal of Pension	The retired Government official selected as Consultant shall continue to draw pension and the dearness relief on pension during the period of his engagement as per extant rules. His/her engagement as Consultant shall not be considered as a case of re-employment.
x.	Remuneration	A fixed monthly amount will be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period.
xi.	Leave	The Consultant shall be eligible for Paid leave of Absence at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a Calendar year shall not be allowed. No remuneration for period of absence in excess of admissible leave will be paid.
xii.	Allowances	Consultant shall not be entitled to any kind of allowance or accommodation facility, e.g., Dearness Allowance, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, etc.

2. The above engagement is purely on temporary and contractual basis. The selected candidate will not have any right to seek regularization in any post in this Ministry.
3. Engagement may be terminated at any time by the competent authority without assigning any reason and without any notice.
4. The Consultant shall sign an agreement of confidentiality with the Ministry of Minority Affairs containing a clause of Ethics and Integrity.
5. 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>, not later than 07 days from the date of issue of this advertisement. No offline application will be accepted.
6. Ministry of Minority Affairs reserves the right to increase/ decrease/ cancel the vacancy as per requirement without any notice.
7. Applications 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. However, this Ministry reserves the right to reject any or all applications without assigning any reasons.



(Vikas Mohan)

Under Secretary to the Government of India

To

NIC, MoMA – With a request to upload this circular on the website of the Ministry.

PROFORMA

Application for appointment of Consultant (Protocol) on contract basis in Ministry of Minority Affairs

1.	Name in full (Block Letters)				
2.	Date of Birth (dd/mm/yyyy)				
3.	Date of superannuation from Govt. service				
4.	Educational Qualification				
5.	Complete Residential Address				
6.	Telephone/ Mobile No.				
7.	Email ID				
8.	Last Pay Drawn (Copies of LPC and PPO should be enclosed)				
9.	Pension Drawn				
10.	Position held since entry into service				
S. No.	Organization where served and designation	Scale of Pay & Pay	From	To	Nature of Work performed

2. Additional relevant information, if any, in support of your suitability for the said engagement. Attach a separate sheet, if necessary.

DECLARATION

I hereby declare that all the statements made by me in this application are true and complete to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect, my candidature is liable to be rejected. 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 Consultant.

Name & Signature of the applicant

Place & Date:

Enclosures:

- Copy of PPO and LPC
- Educational Qualification
- Aadhar Card
- PAN Card
- Bank details