

F. No. W-23025(1)99-Adm.I  
Government of India  
Ministry of Labour & Employment

Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 1<sup>st</sup> May, 2017

**CIRCULAR**

**Subject: Engagement of Consultant in the Ministry of Labour & Employment- reg.**

The Ministry of Labour & Employment invites applications for engagement of Consultant from retired persons on Contract Basis initially for a period of one year from the date of engagement which may be extended or curtailed as per the functional need. The details regarding eligibility criteria, terms of references etc. are as under:

**Eligibility Criteria**

Retired Under Secretaries/Section Officers from Central Government Ministries/Departments.

**Age Limit**

Not beyond 65 years of age.

**Duties**

- a. Receiving/seeing off, Minister, Secretary, Additional Secretary and other Senior Officers at Airport/Railway Station etc. on their domestic tours.
- b. Receiving/seeing off, Minister, Secretary, Additional Secretary and other Senior Officers at Airport/Railway Station etc. on their foreign tours.
- c. Co-ordination with the concerned Passport Officer/ MEA for issue of Passport and Visa.
- d. Co-ordination with the Airlines, both for the onward and return journey, including checking the correct timings of departure/ arrival, apprising the Officers concerned and arranging the transport as appropriate.
- e. Other miscellaneous functions in connection with the visit of eminent personalities/ guests from the ILO, multilateral organizations and other countries, like arrangements for Lunch/Dinner, arrangements gifts, bouquets, etc.
- f. Any other work assigned by DS(Admn)/JS(Admn).

**General Terms and Conditions**

- a. The Consultant will be paid consolidated fee (i.e. last pay drawn – pension)
- b. The Consultant will not be entitled for any kind of allowances and residential accommodation.
- c. The engagement of the Consultant will be purely on Contract Basis.

Contd....2/