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No. A-12034/19/2019-Admn.I  
Government of India/Bharat Sarkar  
our & Employment/Shram Aur Rozgar Mantralaya  
Main Secretariat/Mukhya Sachivalaya  
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Shram Shakti Bhawan, Rafi Marg,  
New Delhi, Dated the 31 August, 2020

**CIRCULAR**

Ministry of Labour & Employment invites applications for engagement of One (1) Consultant from the field of Stenography (Hindi) preferably retired persons from Central Government Ministries/Departments purely on contractual basis.

2. The guidelines for engagement of Consultant in the Ministry of Labour & Employment containing the details regarding eligibility criteria, selection procedure, etc. are available on the website of the Ministry, i.e., <https://labour.gov.in>. The candidates are advised to go through these guidelines before submitting their applications.

3. The general requirements and other terms and conditions for the engagement are as under:-

(i) Eligibility Criteria

- Applicant should have working experience at least 05 years as Private Secretary/Principal Private Secretary with an officer not below the rank of Joint Secretary.

(ii) Scope of Work/Job responsibility:

- Taking dictation in shorthand and its transcription **in Hindi**.
- Managing of appointments/Engagements
- Attending to telephone calls and receiving visitors.
- Maintaining the papers required to be retained by the officer
- Assisting the officers in such a manner as she/he may desire.

4. **General Terms and Conditions of Engagement:**

General terms and conditions regarding engagement of Consultants viz. Remuneration, Allowances, Age Limit, Leave, Working Hours, Period of Engagement as Consultant, etc. will be governed by the Guidelines for engagement of consultants.

5. **How to Apply:**

- (i) Interested eligible candidates may submit their duly filled in applications in the prescribed Form (Annexure-A) by email only at [adm1@nic.in](mailto:adm1@nic.in)
- (ii) Applications by email should reach **within 21 days** from the date of issue of this circular. Applications received after due date will not be considered.



(C.S. Rao)

Under Secretary to the Govt. of India  
Tel.: 011-23766320

To,

- (i) NIC, M/o Labour & Employment with a request to upload this Circular on the website of this Ministry under the relevant heading.
- (ii) Notice Board

Application for the post of Consultant in the Ministry of Labour & Employment  
New Delhi

Recent  
Passport Size  
Photograph

1.	Full Name (in Block Letters)		
2.	Father's/Husband's Name		
3.	Date of Birth		
4.	Contact details	Mobile No./Tel. No.	
		Email ID	
5.	Address for communication		
		PIN:	
6.	Date of Joining of Government Service		
7.	Age as on date		
8.	Whether SC/ST/OBC		
9.	Whether Physically handicapped		
10.	Date of retirement and the post from which retired (enclose copy of retirement order)		
11.	Name of the Ministry/Department from which retired		
12.	Last Pay Drawn (Please enclose copy)		
13.	Education/ Technical Qualification (Please enclose copy of Certificate/ Mark Sheet)		
14.	P.P.O.No. (Please enclose copy)		
15.	Details of Computer Knowledge		
16.	Brief particulars of Experience of the last 10 years (assignment-wise) [A separate sheet may be annexed]		

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete or ineligibility being detected at any time before **or** after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Ministry of Labour & Employment. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Signature

Place:

Date

(Full name of the applicant)