

F. No. Adm. I/30(04)/2019  
Government of India  
Ministry of Labour & Employment  
O/o Chief Labour Commissioner (C)

Shram Shakti Bhawan,  
Rafi Marg, New Delhi - 110001.  
Dated : January 31, 2019

**OFFICE MEMORANDUM**

Sub : Advertisement for engagement of Consultants (02) in the O/o CLC (C), M/o Labour & Employment on short-term contract basis for a period of one year - reg.

The undersigned is directed to enclose herewith a copy of advertisement inviting applications from retired Government officers/officials for engagement of Consultants (02) in lieu of Section Officer in the O/o CLC (C), M/o Labour & Employment on short-term contract basis.

2. The details including eligibility criteria, selection modalities etc. are also available on the M/o Labour & Employment's website [www.labour.gov.in](http://www.labour.gov.in). The O/o CLC (C), Ministry of Labour & Employment reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.

3. The application form for the post of Consultants on contract basis is enclosed herewith at Annex-I. Applications must be received latest by 28.02.2019. Applications received after due date will not be considered.

Encl : as above.



(Pawan Kumar)

Under Secretary to the Govt. of India

To

1. NIC, M/o Labour & Employment with a request to upload this Circular on to the website of the Ministry under the relevant heading.
2. Adm. I, M/o Labour & Employment.

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**CIRCULAR FOR ENGAGEMENT OF CONSULTANT**

Applications in the prescribed proforma (as per Annexure) are invited from eligible candidates for engagement as Consultants in the O/o CLC (C), M/o Labour & Employment on short-term contract basis as per details given below :

1	Name/Number of posts	Consultants in lieu of following post: i) Section Officer : 02 (Depends on requirement at the time of selection)						
2	Period of Consultancy	Initially for a period of one year which may be extended based on requirement of this office and performance of Consultant(s) concerned.						
3	Job Location	O/o CLC (C), M/o Labour & Employment, Shram Shakti Bhawan, New Delhi.						
4	Eligibility Criteria and Experience	Persons retired from the post of Section Officer from Government of India, Attached & Subordinate offices and having experience in the fields as mentioned below and are well acquainted with the functioning of the Central Government Ministries/Department.  Experience : a) Processing of cases relating to VIP references/Parliament Questions/ Litigation matters including Court Cases /RTI/Grievances etc. b) Processing of Establishment/Administrative matters etc.						
5	Age Limit	Candidate should not be more than 64 years of age as on the date of receipt of applications. However, engagement beyond 65 years and up to 70 years may be resorted to in deserving cases with the approval of Secretary (L&E) keeping in view of his/her good health and level of expertise.						
6	Remuneration	The maximum amount of monthly consolidated fee and local conveyance payable to Consultant shall be as under; <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>Level of pay in Pay Matrix while in service</td><td>Remuneration as Consultant</td><td>Conveyance Allowance</td></tr><tr><td>Level 8 to 10 (GP Rs. 4800 to 5400)</td><td>Rs. 40,000/-</td><td>Rs. 3,000/-</td></tr></table>	Level of pay in Pay Matrix while in service	Remuneration as Consultant	Conveyance Allowance	Level 8 to 10 (GP Rs. 4800 to 5400)	Rs. 40,000/-	Rs. 3,000/-
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Level 8 to 10 (GP Rs. 4800 to 5400)	Rs. 40,000/-	Rs. 3,000/-						



7	Leave	The Consultant shall be eligible for 8 days' leave in a calendar year on pro-rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultants. Also, un-availed leave shall neither be carried forward to next year nor encashed.
8	Working Hours	<ul style="list-style-type: none"> <li>• The Consultant shall be required to observe the normal office timings and may also be called upon to attend office on Saturdays/Sundays or any other holiday in case of exigencies of work.</li> <li>• They have to mark their attendance on BAS mandatorily failing which it may result in deduction of remuneration.</li> </ul>
9	Terms of Contract	<ul style="list-style-type: none"> <li>• The candidates selected will be engaged purely on contractual basis initially for a period of one year and will not confer any right for regular appointment in the O/o CLC (C) including any allowance such as DA, Transport facility, residential accommodation etc.</li> <li>• Further, extension on year to year basis will be considered based on their performance and need for the specific post.</li> <li>• The engagement as Consultant may be terminated in following conditions; <ul style="list-style-type: none"> <li>i) The Consultant is unable to address the assigned work;</li> <li>ii) Quality of work is not to the satisfaction of the organisation;</li> <li>iii) The Consultant fails in timely achievement of the milestone as finally decided by the Organisation;</li> <li>iv) The Consultant is found lacking in honesty and integrity.</li> </ul> </li> </ul> <p>Note : The Ministry/Organisation has the right to terminate the engagement by serving 15 days' written notice on the Consultant. Termination shall be effected on the day right after the completion of 15 days of delivery of such notice.</p>
11	Selection Procedure	<ul style="list-style-type: none"> <li>• The O/o CLC (C) will scrutinise all the applications by a 3 members Screening-cum-Selection Committee and candidates will be shortlisted based on merits. The Committee may hold a personal interaction with the shortlisted candidates, if required.</li> <li>• The decision of the Committee shall be final and no correspondence will be entertained in this regard.</li> </ul>
12	How to apply	<ul style="list-style-type: none"> <li>• Application form for the post of Consultant is enclosed as Annexure.</li> </ul>



		<ul style="list-style-type: none"><li>Interested applicants may submit their applications at following address;</li></ul> <p><b>The Under Secretary (Adm. I), O/o Chief Labour Commissioner (C), M/o Labour &amp; Employment, Shram Shakti Bhawan, New Delhi - 110001.</b></p>
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**ANNEXURE - I**

**Application for the post of Consultant in the O/o CLC (C), M/o Labour & Employment**

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. : E-mail ID :
5	Address for Communication	
		PIN :
6	Date of Joining in Govt. 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/Deptt. from which retired	
12	Last Pay Drawn (enclose copy)	
13	Education/Technical Qualification (enclose copy of Certificate/Mark Sheet)	
14	PPO No. (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 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)