

Shram Shakti Bhawan, Rafi Marg,
New Delhi, Dated the 17th August, 2021

CIRCULAR

Ministry of Labour & Employment invites applications from retired persons from Central Government Ministries/Departments for engagement of one (01) Consultant for a period of 06 months, purely on contractual basis.

2. The guidelines for engagement of Consultant in the Ministry of Labour & Employment containing the detail regarding selection procedure 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 retired from the level of Assistant Section Officer from Govt. Service and having sufficient experience in Cash related work

(ii) Remuneration per month :- Pay drawn at the time of retirement minus pension.

(iii) Leave:- Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

(iv) Age limit:- Candidates should not be more than 65 years of age on the last date of receipt of applications.

(v) Scope of work/Job responsibility

- preparation of regular salary bills..
- preparation of salary arrears due to revision of grade pay & stepping up of pay.
- DA arrears twice in a year.
- Reimbursement of Medical and tuition fee bills
- Preparation of GPF statement
- Interest calculation and transfer of GPF
- Preparation of DCRG, Commutation, Leave Encashment and final payment of GPF, CGEGIS in respect of retiring officials etc
- Income tax calculation & return
- Reconciliation and issuance of Form-16 to all officials concerned and made recoveries accordingly
- Reconciliation of figures with PAO (MS)
- Any other work assigned from time to time as per requirement.

ANNEXURE-A

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. <input type="text"/>
		Email ID <input type="text"/>
5.	Address for communication	
		PIN: <input type="text"/>
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 accept all the terms and conditions for engagement of Consultants.

Signature

Place:

Date

(Full name of the applicant)