



Government of India  
Ministry of Labour & Employment  
Offices of the Presiding Officer  
Central Govt. Industrial Tribunal – cum – Labour Court  
Asansol-713305

No. 3A/ITC/2025- 458 .

Dated 17/07/2025

**CIRCULAR**

Sub. Engagement of retired Govt. Officers/Official as Consultant for the post of **one Personal Assistant/Stenographer** in Central Government Industrial Tribunal-cum-Labour Court, Asansol on contract basis- reg.

In terms of Office Memorandum No. F No. A-12034/11/2018- Admn. I, dated 30<sup>th</sup> November, 2018 it is proposed to fill up one post of Personal Assistant temporarily on contract basis in the Central Government Industrial Tribunal-cum- Labour Court, Asansol initially for a period of one year or till the post is filled up by way of regular appointment, whichever is earlier, on the following terms and conditions: -

Candidates fulfilling the below mentioned criteria may be applied for the post.

**1. Personal Assistant: -**

Retired Govt. Officer/officials, having knowledge of Stenography, Typing and Computers etc.  
Job Profile: Court work, dealing with judicial file, typing Daily Order/Final Orders/Judgments.

**3. Age Limit: 65 years.**

**4. Qualification & Experience:** - Candidate should be a Retired Employee of Central Govt /State Govt/PSU/Autonomous Body having considerable experience of functioning of Govt. Departments in the requisite field.

**5. Remuneration:** - The maximum amount of monthly consolidated fee and Local Conveyance payable to different categories of consultants shall be as under:

Level of Pay in Pay Matrix	Remuneration	Conveyance Allowance
Level 4 to Level 7 of the Pay Matrix (Equivalent to Pre-revised Pay Scale with GP of 2400/- to 4600/-)	₹ 30,000/-	₹ 3,000/-
Level 8 to 10 (GP of 4800 to 5400)	₹ 40,000/-	
Level 11 (GP of 6600)	₹ 50,000/-	
Level 12 to 13 (GP of 7600 to 8700)	₹ 60,000/-	₹ 5,000/-
Level 14 and above	₹ 70,000/-	

Contd....p/2

(i)- The total monthly remuneration and the Pension drawn by the consultant shall not be more than the Last Pay Drawn by him calculated at the current rates of Dearness Allowance.

**Note (ii)** Enhanced remuneration may be paid to deserving officials on case to case basis with the approval of Secretary (L&E) and IFD of Ministry of Labour & Employment on account of special expertise experience in the concerned field.

**6. Allowances:** - Consultant shall not be entitled to any kind of allowance or accommodation facility. No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of Consultant is not permitted at all. However, should he require to travel inside the country in connection with the official work of the Ministry, TA/DA as admissible to a regular employee of the same grade, he/she retired from will be paid to him/her after obtaining approval of the competent authority.

**7. Drawal of Pension:** - A retirement Government official appointed as consultant shall continue to draw pension and the dearness relief on pension during the period of his/her engagement as consultant. His/her engagement as Consultant shall not be considered as a case of re-employment.

**8. Leave:** - Consultant shall be eligible for Eight (08) 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 Consultant. Also, un-availed leave shall neither be carried forward to next year nor encashed.

**9. Tax Deduction at Source (TDS):** - TDS as admissible shall be deducted from the monthly remuneration of Consultant. A TDS certificate shall be issued by the concerned DDO on demand.

**10. Working Hours:** - Consultant may follow the normal working hours.

**11. Period of Engagement: -**

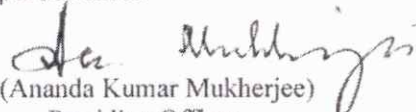
(i) Initial engagement of a Consultant will be for a period of one year or till post is filled up by way of regular appointment, whichever is earlier.

(ii) The appointment of a consultant would be on full-time basis and he/she will not be permitted to take up any other assignment during the period in the Ministry of Labour & Employment.

(iii) The appointment is a purely of a temporary nature against the specific jobs.

(iv) The engagement of consultant can be terminated by the Ministry/office at any time without assigning any reason thereof by giving him/her 15 days' notice. However, in case a consultant wishes to resign, he/she will have to give 15 days' advance notice or remuneration in lieu thereof resigning from the engagement.

Willing candidates may apply for the above post of Personal Assistant as Consultant within 30 days from the date of publication of the advertisement on the website of Ministry of Labour & Employment i.e. <https://labour.gov.in>. The application is to be addressed to "The Presiding Officer, Central Government Industrial Tribunal cum Labour Court, Asansol, Kalyanpur Housing More, P.O. R.K. Mission, Kanyapur, Asansol - 713305, Paschim Bardhaman, West Bengal Model format for application given in a separate sheet.

  
(Ananda Kumar Mukherjee)  
Presiding Officer,  
CGIT-Cum-Labour Court, Asansol

**Application for the post of Consultant in the Ministry of Labour & Employment,  
Govt. of India,  
OFFICE OF THE  
CENTRAL GOVERNMENT INDUSTRIAL TRIBUNAL-CUM-LABOUR COURT,  
ASANSOL, KANYAPUR, P.O.- R. K. MISSION, ASANSOL-713305 (WB)**

Recent passport  
size photograph.

1.	Full Name (in Block Letters)	
2.	Father's Name Husband's Name	
3.	Date of Birth	
4.	Contact details	Mobile/ Tel No. Email ID:
5.	Address for communication	
		PIN
6.	Date of joining 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 the 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) (separate sheet may be enclosed)	

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 Consultant.

Place:  
Date:

Signature: -  
(Full name of the applicant)