



सत्यमेव जयते

GOVERNMENT OF INDIA
 MINISTRY OF LABOUR & EMPLOYMENT
 CENTRAL GOVERNMENT INDUSTRIAL TRIBUNAL CUM LABOUR COURT
 8th Floor, KSHB BUILDING, PANAMPILLY NAGAR
 ERNAKULAM, COCHIN - 682 036

No.CGIT.LC/EKM/A(1)/2025/503

Dated: 05.12.2025

C I R C U L A R

Sub: Engagement of retired Govt. Officers /Official as Consultant for filling up of one post of Personal Assistant in Central Government Industrial Tribunal-cum-Labour Court, Ernakulam on contract basis – reg.

In terms of OM No.F.No.A-12034/11/2018-Admn.I dated 30.11.2018 of Min.of Labour & Employment, OM No.F.No.3-25/2020-E.IIIA dated 09.12.2020 Min. of Finance and in accordance with instructions of Ministry's letter No.A-11016/06/2025-CLS-II(E) dated 08.09.2025, applications are invited from retired Central Government/ State Government/High Court/District Court officials for the vacant post of Personal Assistant on Consultant/Contract basis in the Central Government Industrial Tribunal-cum-Labour Court, Ernakulam, initially for a period of one year or till the post is filled up by way of regular appointment, whichever is earlier. Candidate fulfilling the below mentioned criteria may apply for the post.

1.	Eligibility:- Officers retired in Pay Level -6 or equivalent as Stenographer Gr.I/PA/equivalent from any Central Government/State Government Departments, High Court/ District Court. PSU/Autonomous Body having knowledge of Stenography in English (minimum speed 80 wpm) with Typing & Computer skill.
2.	Age limit : 65 years.
3.	Period of Engagement; The engagement of Personal Assistant shall be purely on contractual basis initially for a period of one year which may be extended or curtailed as per the requirement and satisfactory performance of the contract appointee or till the time of regular appointment. She/he will not confer any right for regular appointment. The terms of appointment on contract basis shall not be extended beyond 5 years after superannuation. Her/his engagement as Consultant shall also not be considered as a case of re-employment.
4.	Remuneration: A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay last drawn at the time of retirement. The total monthly remuneration and the Pension drawn by the Consultant shall not be more than the Last pay draw by her/him calculated at the current rate of Dearness Allowance. The amount of remuneration shall remain unchanged for the term of contract. No HRA/DA, PF, Medical reimbursement facilities shall be admissible.
5.	Transport Allowance. An appropriate and fixed amount of Transport Allowance for the purpose of commuting between the residence and place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. She/he will be entitled to drawn TA/DA on-official tour, if any, as per entitlement at the time of retirement.

6.	Leave: The appointee will be entitled for leave at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
7.	Tax deduction at source: The Income tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.
8.	Working Hours The appointee shall be required to observe the normal office timing as per applicable to other service officers and employees. However, depending upon the need and requirement of the office they will be liable to work beyond office hours and even on Saturdays and Sundays and other holidays without payment of any extra remuneration.
9.	Conflicts of interest: The appointee shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Office. She/he will not be permitted to take up any other assignment during the period of this assignment. Further, the appointee shall not claim any benefit/compensation/regularization of service in this Tribunal-cum-Labour Court.
10.	Termination of agreement: The Office may terminate the contract to which these terms apply if:- <ul style="list-style-type: none"> (i) The appointee is unable to address the assigned work. (ii) Quality of the assigned work is not the satisfaction of the Presiding Officer/ Competent Authority. (iii) The appointee is found lacking in honesty and integrity. (iv) The Competent Authority may also terminate the contract at any time without assigning any reason thereof by giving her/him 15 days' notice.

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 ie., <https://labour.gov.in/>. The application is to be addressed to the 'The Presiding Officer, Central Government Industrial Tribunal-cum-Labour Court, 8th Floor, KSHE Building, Panampilly Nagar, Ernakulam, Kochi, Kerala - 682036'.

(SUSHIL KUMAR)
Presiding Officer
Head of Office/Department



**Application for the post of Personal Assistant on Consultant basis
in CGIT-cum-Labour Court, Ernakulam.**

Recent Passport
size photograph

1.	Full Name (in Block Letters)	
2.	Father's/Husband Name	
3.	Date of Birth	
4.	Contact details	<div style="display: flex; justify-content: space-between;"> <div style="width: 65%;">Mobile No/Tel.No</div> <div style="width: 30%;">Email ID</div> </div>
5.	Address for Communication with pin code	
6.	Date of joining in 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 CGIT-cum-Labour Court, Ernakulam. I have read this Circular and ready to accept all the terms and conditions for engagement of Personal Assistant in CGIT-cum-Labour Court, Ernakulam, on Consultant basis.

Place:
Date:

Signature
(Full name of the applicant)