

No. A-12034/04/2020-Admn.I
Government of India/Bharat Sarkar
Ministry of Labour & Employment/Shram Aur Rozgar Mantralaya
Main Secretariat/Mukhya Sachivalaya

Shram Shakti Bhawan, Rafi Marg,
New Delhi, Dated the 18th March, 2020

CIRCULAR

Ministry of Labour & Employment invites applications from retired persons from Central Government Ministries/Departments for engagement of one (01) Consultant having experience as Dispatch Rider, 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 as Despatch Rider.

(ii) Scope of Work/Job responsibility:

- Deliver of letter/correspondence etc within Ministry/Department and other offices by driving himself the vehicle provided by the office.
- He/She will have do work as assigned to him/her from time to time.
- He/She is also responsible to perform such other duties and responsibilities as may be assigned from time to time as per requirement.

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) at the following address:

**The Under Secretary (Adm.I)
Ministry of Labour & Employment,
Room. No. 111 (Cabin)
Shram Shakti Bhavan, Rafi Marg,
New Delhi- 110001**

- (ii) Applications should reach the undersigned by post or by email (admI@nic.in) **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

- (i) IT Cell, 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. <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)