

F. No. W-23025(1)99-Adm.I
Government of India
Ministry of Labour & Employment

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 1st May, 2017

CIRCULAR

Subject: Engagement of Consultant in the Ministry of Labour & Employment- reg.

The Ministry of Labour & Employment invites applications for engagement of Consultant from retired persons on Contract Basis initially for a period of one year from the date of engagement which may be extended or curtailed as per the functional need. The details regarding eligibility criteria, terms of references etc. are as under:

Eligibility Criteria

Retired Under Secretaries/Section Officers from Central Government Ministries/Departments.

Age Limit

Not beyond 65 years of age.

Duties

- a. Receiving/seeing off, Minister, Secretary, Additional Secretary and other Senior Officers at Airport/Railway Station etc. on their domestic tours.
- b. Receiving/seeing off, Minister, Secretary, Additional Secretary and other Senior Officers at Airport/Railway Station etc. on their foreign tours.
- c. Co-ordination with the concerned Passport Officer/ MEA for issue of Passport and Visa.
- d. Co-ordination with the Airlines, both for the onward and return journey, including checking the correct timings of departure/ arrival, apprising the Officers concerned and arranging the transport as appropriate.
- e. Other miscellaneous functions in connection with the visit of eminent personalities/ guests from the ILO, multilateral organizations and other countries, like arrangements for Lunch/Dinner, arrangements gifts, bouquets, etc.
- f. Any other work assigned by DS(Admn)/JS(Admn).

General Terms and Conditions

- a. The Consultant will be paid consolidated fee (i.e. last pay drawn – pension)
- b. The Consultant will not be entitled for any kind of allowances and residential accommodation.
- c. The engagement of the Consultant will be purely on Contract Basis.

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- d. The contract period for the Consultant would be initially for a period of one year which may be extended or curtailed subject to review, at the sole discretion of this Ministry. The period of engagement of Consultant shall not exceed beyond the age of 65 years.
- e. The Ministry may terminate the services of Consultant in case he/she is unable to achieve the assigned works within the time-frame or the work assigned to him/her is not satisfactory to the Department or he/she is found to be lacking in honesty and integrity.
- f. Ministry shall also reserve the right to terminate the services of Consultant at any time without giving any notice and also without assigning any reason. The engagement of consultant will not confer any right on the part of individual for permanent appointment to the post.
- g. The Consultant may be required to perform assigned duty on Saturdays, Sundays and other Gazetted Holidays and beyond office hours, in case of exigencies of work. No extra allowances will be permissible for the same.
- h. The Consultant shall continue to draw pension and dearness relief on pension, if any, during the period of their engagement as Consultant. Their engagement as Consultant shall not be considered as a case of re-employment.
- i. The headquarters of Consultant will be at Delhi.

2. Interested and eligible candidates may submit their applications duly typed, within thirty days from the date of issue of the Circular, to:

The Under Secretary (Adm.)
Ministry of Labour & Employment
Shram Shakti Bhawan, Rafi Marg
New Delhi 110001



(A K Thakur)

Under Secretary to the Government of India

Tele: 23766903

To

1. All Ministries and Departments of the Govt. of India with the request to give wide publicity to the circular among the concerned.
2. All the Sections in M/o Labour & Employment
3. NIC Cell with a request to upload the circulars on the website of this Ministry.