

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, Dated the 4 June, 2019

**CIRCULAR**

Ministry of Labour & Employment invites applications for engagement of Consultants from retired persons preferably from Central Government Ministries/Departments/PSUs purely on contractual basis.

2. Those retired officers who have been already working in this Ministry as Consultants will also have to apply and will have to go through the fresh selection process, in case they want to continue as Consultants.
3. The guidelines for engagement of Consultant in this Ministry containing the details regarding eligibility criteria, selection procedure, etc. are available on the website of Ministry of Labour & Employment, i.e., <https://labour.nic.in>. The candidates are advised to go through these guidelines before submitting their applications.
4. The general requirements and other terms and conditions for the engagement are as under:-

**A. Administrative Officials**

i. Eligibility criteria:

- Applicant should have worked as SSA/ASO/SO/US & above level.

ii. Scope of Work/Job responsibility:

- The officer should have experience in the relevant fields like Establishment, General Administration, Finance, Processing of Schemes, Parliament related work, Policy & Planning, Vigilance, Rules and Regulations etc. and should be able to independently process and prepare proposals
- Preparation of Brief notes for Minister and Senior officers.
- Matters related to Court Cases, tendering process etc.
- Work relating to Senior Officers' Meeting, MP/VIP Reference.
- Handling of Public Grievances received in the Ministry
- Any other work as may be assigned.

**B. Media Officials**

i. Eligibility criteria:

- Having sufficient experience and expertise in the field of Media Activities.

ii. Scope of Work/Job responsibility:

- To analyze the data regarding media campaign and to coordinate for media activity in the Distt./State as per the data of prevalence of the Child and Adolescent labour.
- To ensure for designing and production of good quality creatives/ publicity material and coordinate for the same with concerned agencies.
- To help the Child Labour Division in processing of files for necessary approvals in respect of conduct of media campaign and liaise with DAVP/NFDC and other agencies.
- Any other work as may be assigned.

C. Hindi Officials

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i. Eligibility criteria:

- Three years' experience in the Translation of Legal work of the Ministry **OR** One year experience in the Translation of Legal work with a degree in LLB.
- Should have served at the level of Assistant Director(OL)/ Senior Hindi Translator/ Junior Hindi Translator or equivalent posts in Central Government Ministries/ autonomous organizations etc.

ii. Scope of Work/Job responsibility:

- Translation of all Parliamentary Questions, Cabinet Notes and other parliamentary matters.
- Providing materials in Hindi for various Parliamentary Committees meetings held at regular intervals.
- Translation of Annual Report, Outcome Budget and Details Demands for Grants in respect of MSDE in Hindi.
- Maintenance of files and records related to Hindi.
- Any other work as may be assigned.

5. **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.

6. **How to Apply:**

- i. Interested eligible candidates may submit their duly filled applications in the prescribed Application Form (Annexure - A) at the following address:

**The Under Secretary (Admn.I)  
Ministry of Labour & Employment,  
Room No. 111 (Cabin),  
Shram Shakti Bhawan, Rafi Marg,  
New Delhi - 110001  
Email ID : [adm1@nic.in](mailto:adm1@nic.in)**

- ii. Applications should reach the undersigned by post or by email ([adm1@nic.in](mailto:adm1@nic.in)) or through Drop Box of the Ministry installed at the Reception **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  
Tel.: 011-23766320

To,

1. NIC, M/o Labour & Employment with a request to upload this Circular on the website of this Ministry under the relevant heading.
2. Notice Board

Application for the post of Consultant in the Ministry of Labour & Employment  
and its attached/subordinate offices 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.
		Email ID
5.	Address for communication	
		PIN:
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 ready to accept all the terms and conditions for engagement of Consultants.

Signature

Place:

Date

(Full name of the applicant)