

F. No. H-54011/21/2021-Estt.
Government of India
Ministry of Culture

Room No. 330A, 'C'-Wing, 3rd Floor,
Shastri Bhawan, New Delhi-110001
Dated the 10th December, 2021

CIRCULAR

Subject: Engagement of 5 (five) retired Central Government Officers as Consultants (at PA/PS/PPS level) in the Ministry of Culture-regarding.

The Ministry of Culture invites applications from willing and eligible government employees retired from the post of PA/PS/PPS level and equivalent for their engagement as Consultants on contractual basis for posting with senior officers of this Ministry.

2. The initial engagement shall be initially for **a period of one year**, which may be extended or curtailed as per the requirement and satisfactory performance of the Consultant.

3. The job location shall be in any of the following offices of this Ministry:-

- (i.) Shastri Bhawan, New Delhi
- (ii.) Vigyan Bhawan Annexe, New Delhi
- (iii.) Puratatv Bhawan, New Delhi
- (iv.) IGNSA, Janpath Hotel, New Delhi

4. The terms & conditions for engagement of such consultants viz. remuneration, Eligibility, Leave, working hours etc. shall be regulated by the Department of Expenditure's O.M. No. 3-25/2020-E.IIIA dated 09.12.2020. The other Terms and Conditions of the engagement are mentioned in Annexure-I.

5. The Ministry of Culture reserves the right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever.

6. The retired government servant engaged as Consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Consultant. The engagement as Consultant shall not be considered as a case of re-employment.

7. The interested persons must submit their application in the prescribed format as enclosed herewith to:-

Section Officer (Establishment), Ministry of Culture, Room No. 330A, 'C' Wing 3rd Floor Shastri Bhawan, New Delhi-110001.

The same can also be sent through e-mail ID of Estt. Section i.e. soestt-culture@nic.in followed by hard copy within the stipulated time.

Contd...

8. The last date for receipt of applications, in the prescribed format is **25.12.2021 up to 05:00 PM**. Applications received after due date/time and without supporting documents will not be considered.

Manish
10.12.21

(Manish Kumar Chourasiya)
Under Secretary to the Govt. of India
Tel. No. 011-23389733

To

1. Web-site of MoC and Notice Board.
2. Department of Personnel & Training [CS-I (Coordination Division], Khan Market, New Delhi for uploading on its website for wide publicity.
3. All Ministries/Departments.

Other Terms and Conditions

1. Eligibility:

1.1 Persons retired from the post of PA/PS/PPS or equivalent are eligible for the position of Consultant.

1.2 Should have good communications and interpersonal skills, fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.

1.3 Should have expertise in office procedure, etc.

2. Engagement:

2.1 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry.

3. Working Hours:

3.1 The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work.

3.2 They shall mark their attendance in AEBAS mandatorily and failing which may result in deduction of remuneration.

4. Tax Deduction at Source:

4.1 The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them.

5. Confidentiality of data and documents:

5.1 The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Ministry/organization shall remain with the Ministry.

5.2 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for the Ministry without the express written consent of the Ministry.

5.3 The Consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by the Ministry.

5.4 The Consultant would be required to sign a non-disclosure undertaking as per ANNEXURE-III.

6. Conflict of interest:

6.1 The Consultant shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Ministry nor will he indulge in any activity outside the terms of the contractual assignment.

6.2 The Consultant shall not claim any benefit/compensation/absorption/regularization of service with this Ministry.

7. Termination of Agreement:

The Ministry may terminate the contract to which these terms apply, if:-

- i. The Consultant is unable to address the assigned work.
- ii. Quality of the assigned work is not to the satisfaction of the Controlling Officer/Competent Authority in the Ministry.
- iii. The Consultant is found lacking in honesty and integrity.
- iv. The Competent Authority in the Ministry may also terminate the contract at any time without giving any notice and also without assigning any reason.

ANNEXURE-II

Application for engagement as Consultant on contract basis in Ministry of Culture w.r.t. the Circular No _____ dated _____.

Name		Recent photograph
Mother's/Father's/Husband's Name		
Date of birth		
Address for Correspondence		
Permanent Address		
Contact No./Mob. No.		
Email ID		
Educational/Technical Qualification (S)		
Details of experience to be attached in proforma appended as " APPENDIX "	Duly filled proforma " APPENDIX " is attached.	
Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO.		
Any other relevant information (use a separate sheet, if necessary)		

The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure-I and they are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

Date:

Signature of the Applicant

Details of experience

Period	Name of Office/ Organization	Post, Remuneration or Pay Band with Grade Pay/Level Matrix, if applicable	Description of duties performed

Name/Signature:- _____

NON-DISCLOSURE UNDERTAKING

To,
The Joint Secretary(Admn.)
Ministry of Culture,
Shastri Bhawan, New Delhi-110001.

Sir,

I hereby undertake

- to treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
 - not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
 - to hold such confidential information in trust and confidence both during and after the terms of my engagement.
 - not to engage in any other employment/occupation/consultancy or any other activity during my engagement with Ministry of Culture which would otherwise conflict with my obligations towards Ministry of Culture.
 - to abide by data security policy and related guidelines issued by Ministry of Culture.
 - not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
2. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to the Ministry of Culture any records/material, equipment, documents or data which is of confidential nature.
3. I shall keep Ministry of Culture informed of any change in my address or contact details during the period of my engagement.
4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
5. For the purpose of this undertaking, Confidential Information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature.....)

Name:.....

Address & No.....

Dated:.....