

No.A-42011/8/2022(pt2)-Estt.  
Government of India  
Ministry of Textiles  
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Udyog Bhavan, New Delhi  
Dated, June, 2022

29/5

**VACANCY CIRCULAR**

Subject: Engagement of **Two** retired persons of the Rank of PS/PPS as 'Consultants' on contract basis in Ministry of Textiles – inviting applications thereof.

Ministry of Textiles invites applications from retired Government servants of the rank of PS/PPS or equivalent, retired from any Central Government offices having considerable experience in functioning of Central Government Ministries/Departments for engagement as Consultants in Ministry of Textiles.

**2. The terms and conditions of the contract shall be as under :-**

- i. The Consultants should possess experience of working as a PS/PPS with senior officers of Director/Joint Secretary Level with good speed/quality of shorthand and typing. **They should be fully conversant with MS-word/PPT/Excel/ working in E-Office etc;**
- ii. They should have attained not more than 63 years of age as on 01.06.2022.
- iii. Working Hours shall normally be from 09.00 a.m. to 5.30 p.m. during working days. However, in exigencies of work, they may be required to sit late and may be called on Saturday/Sundays or other holidays.
- iv. They will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement as 'Consultant' in the Ministry. All such documents will be the property of the Government.
- v. They will not utilize or publish or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of their assignments or during the course of, assignment for the Department without the express written consent of the Department.
- vi. The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Department shall remain with the Department.
- vii. Attention is drawn to Central Vigilance Commission's circular No. 01/0/2017 dated 23.1.2017 and circular No. 08/06/2011 dated 24.6.2011 regarding engagement of Consultants. They will be completely accountable for any advice or any service rendered by them during their engagement in this Department in view of norms of ethical business and professionalism.
- viii. They must act, at all times in the interest of Ministry of Textiles and render any advice/service with professional integrity.
- ix. They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in this Department.
- x. The consultants so appointed shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department nor will they indulge in any activity outside the terms of the contractual assignment.

3. **Remuneration and Allowances:** Remuneration, Leave and Allowances shall be fixed in accordance with Department of Expenditure OM No.3-25-2020.E-III A dated 09.12.2020 as follows:

3.1 **Emoluments:-** Monthly emoluments/remuneration payable shall be equivalent to the last pay drawn minus the amount of pension being drawn + local conveyance equal to the transport allowance drawn on last post per month as consultancy fees.. The emoluments and pension drawn should not exceed the last pay drawn by the selected person. However, Dearness allowance shall not be admissible thereon.

3.1.2 The consultant will however be eligible for official email id, government identification card, internet connection, telephone, office with standard equipment library facility etc.

3.2 **Allowances:-** Consultants shall not be entitled to any kind of allowance or accommodation facility. However, should they require to travel inside the country in connection with the official work of the Ministry, TA/DA as admissible to a regular employee of the same grade he/she retired from will be paid to him/her after obtaining approval of the competent authority.

3.3 **Leave:-** Consultants shall be eligible for 1.5 days for each completed month of service. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultants. Un-availed leave shall neither be carried forward to next year nor encashed.

4. **Tax Deduction at Source (TDS):-** TDS as admissible shall be deducted from the monthly remuneration of Consultants. A TDS certificate shall be issued by the concerned DDO on demand.

5. The engagement as Consultant shall not be considered as a case of re- employment.

6. **Eligibility Criteria for Engagement of Consultants:**

The persons who wish to apply should fulfil the following criteria:

6.1 **General Conditions:**

- i. Should have retired from any Central Government offices in the level of Principal Private Secretary/ Private Secretary level or equivalent;
- ii. Should not be more than 63 years of age as on 01.06.2022.
- iii. He/She should have excellent communication and interpersonal skills with **excellent computer knowledge and computer operation and working in E-Office.**

6.2 Special conditions:-

PS/PPS: who possess experience of working as a PS/PPS with senior officers of Director/Joint Secretary Level and good speed/quality of shorthand and typing **needs only apply.**

**6.3 Period of Engagement:**

6.3.1. The initial engagement of a person as Consultant will be for the period of Six Months. After expiry of initial term, engagement may be extended, based on requirement of Ministry and performance of Consultant(s) concerned, with the approval of competent authority, for a maximum period of one year at a time.

6.3.2 The appointment of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy in the Ministry of Textiles.

6.3.3. The appointment of Consultants is of a temporary (non-official) nature against the specific jobs/ assignments.

**8. Procedure for Selection:**


The Screening Committee constituted in the Ministry of Textiles will scrutinise the applications and select consultants based on the eligibility criteria as stated in Para 6.1 & 6.2 above.

**9. Termination of Consultancy:**

The engagement of Consultants can be terminated by the Ministry of Textiles at any time without assigning any reason thereof. However, Consultant will have to give 30 days advance notice or remuneration in lieu thereof before resigning from the engagement.

10. Interested retired Central Government officers may submit their applications in the enclosed format (Annexure-A) alongwith a copy of PPO to the Under Secretary (Administration), Room No. 336-A, Udyog Bhavan, New Delhi- 110 011 by 14.07.2022. The applications can also be sent to email of the undersigned as given below. Incomplete applications or applications received after the due date will be rejected.

11. This may please be given wide publicity.

  
(Jayashree Sivakumar)  
Under Secretary to Govt. of India  
Email: jaya.shiva@nic.in  
Tel. No. 2306 2256.

All Ministries/Departments of Govt. of India  
NIC, Ministry of Textiles, for uploading the same in the Ministry's website. (Hindi Version to follow)

Application for the post of Consultant (PS/PPS) in the Ministry of Textiles, New Delhi against Advertisement No.MOT/01/2022

1. Full Name:
2. Father's Name:
3. Date of Birth:
4. Age as on 01.06.2022:
5. Date of Retirement:
6. Office where last worked:
  - Name of Office:
  - Whether main Ministry/ Attached /Subordinate Office:
7. Designation of post last held :
8. Last Pay / Pension drawn :
9. Transport Allowance (TA) drawn on last post:
10. Aadhar No :
11. Mobile No :
12. Address :
13. Educational Qualification :
14. E-mail id :
15. Shorthand and Typing speed (English) :



**Annexure-A**

16. Work Experience (Add separate sheet if required):

Ministry /Department	Post Held	Period		Nature of Work	Remarks
		From	To		

Place:

Date:

Applying for the post of Consultant PS/PPS against Advertisement No.MOT/01/2022

(Signature of applicant)

**List of Documents required:**

- Copy of PPO
- Copy of Last Pay Slip