

F.No.7-2/2014-Spl.Cell
Government of India
Ministry of Culture
Special Cell

Vigyan Bhawan Annexe, New Delhi
Dated 23rd August, 2016

OFFICE MEMORANDUM

Subject: - Scheme of engagement of retired Central Government servants as Consultants in Special Cell, Ministry of Culture on contract basis.

The undersigned is directed to say that Special Cell, Ministry of Culture, located in Vigyan Bhawan Annexe, proposes to draw up a fresh panel of retired Central Government employees towards vacancies arisen/ will be arising in the near future of the following posts of Consultants. Willing retired Government Servants are requested to send their detailed bio- data and contact details specially mentioning the areas of expertise/ experience to the undersigned in the enclosed pro forma latest by **15.09.2016**.

S.No.	Post/ Designation	No. of vacancies	Required Qualification	Monthly Consolidated fee/ Remuneration
1.	Scheme Consultant	2	Retired Under Secretary or equivalent	Rs. 30,000/-
2.	Consultant PS	2	Retired PS/ PPS	Rs. 20,000/-

2. **Eligibility for Scheme Consultant:**

- Persons retired from the post of Under Secretary or equivalent is eligible for the post of Scheme Consultant.
- Should have good communications and interpersonal skills, fair knowledge of computer application such as MS word, MS Excel and Power Point etc.
- Should have expertise in noting/ drafting, budget/ accounts, office procedure, etc.

Eligibility for PS Consultant:

- Persons retired from the post of Private Secretary/ Principal Private Secretary/ Sr. Principal Private Secretary or equivalent are eligible for the position of PS Consultant.
- The proficiency in short hand with minimum 80 w.p.m. & typing speed of 30 w.p.m.
- Good knowledge of stenography, tying etc.

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

3. Scope of Work/ Job Responsibility for Scheme Consultant:

- i) Matters relating to Establishment, Administration, Finance and Accounts.
- ii) Policy matters.
- iii) Parliamentary matters.
- iv) Any other items of work relating to particular organization.
- v) Special Cell deals with commemorations of centenaries and anniversaries (125th, 150th, etc.) of personalities and events, and grants-in-aid are released to NGOs and other bodies to commemorate the events/ personalities. The Consultant appointed will have to deal with one major commemoration and a few residual commemorations or several minor and residual commemorations. Such appointments are on a full-time basis. Such Consultant, once appointed with Special Cell is not allowed to take up other assignment during the period of his consultancy.

4. Scope of Work/ Job Responsibility for PS Consultant:

- i) Taking dictation in shorthand and its transcription.
- ii) Typing of confidential/ secret documents including other typing work as considered necessary.
- iii) Screening and attending of telephone calls and the visitors.

5. Period of engagement: The appointment in the post of Scheme Consultant/PS will be initially for one year, after which it is extendable for another year with the approval of the competent authority subject to medical fitness, and depending upon their Performance during the period of consultancy, on a case-to-case basis. In case the contract is extended after satisfactory completion of one year period, remuneration will be hiked by 10% every year. The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry/ Organization.

6. Age Limit: Should not be more than 62 years of age on the last date for receipt of application. The upper age limit of engagement shall be 65 years.

7. Drawal of Pension:

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

8. **Leave:** The consultant shall be entitled to avail 8 days of leave in a calendar year on pro-rata basis. Therefore, he shall not draw any remuneration in case of his absence beyond 8 days in a year.

9. **Working Hours:**

i) 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.

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

10. **Tax Deduction at Source:**

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

11. **No TA/ DA/HRA/ CCA/ Conveyance Allowance**, etc. would be admissible for joining the assignment or during its course or on its completion. They shall not be entitled to any perquisites such as residential accommodation, etc.

12. **Confidentiality of data and documents:**

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

ii) 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/ organization, without the express written consent of the Ministry/ Organization.

iii) 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/ organization.

iv) The Consultant would be required to sign a non-disclosure undertaking as per annexure.

13. **Conflict of Interest:**

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

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

14. **Termination of Agreement:** The Ministry/ Organization 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/ Organization.
- iii) The Consultants is found lacking in honesty and integrity.
- iv) The Competent Authority in the Ministry/ Organization may also terminate the contract at any time without giving any notice and also without assigning any reason.



(Arnab Aich)

Under Secretary to the Government of India

Tele: 23022337

To

NIC, Ministry of Culture, Shastri Bhawan, New Delhi, for uploading the matter on the Ministry's website.

PROFORMA

ENGAGEMENT AS CONSULTANT IN SPECIAL CELL OF MINISTRY OF CULTURE ON CONTRACT BASIS

1. Name :
2. Date of Birth :
3. Contact Number :
4. Address for communication :
5. Date of Joining in Govt. Service :
6. Date of retirement :
7. Name of Ministries/Department from which retired :
8. Last pay drawn (copy of PPO to be enclosed) :
9. Educational Qualification :
10. Details of knowledge in computer :
11. Brief particulars of Experience :
12. Whether any Departmental proceedings were drawn against them during their service in Govt. and particulars thereof.

Recent passport size Photo to be pasted here

Post held	From	To	Min/Deptt.	Subject handled in brief.

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement.

Signature of the applicant

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.
2. In the event of my termination or 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 information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,



(Signature.....)
Name:.....
Address:.....
Dated:.....
Personal Contact No.....