

A-11012/3/2021-Estt. (27028)  
Government of India  
Ministry of Panchayati Raj  
(Establishment Division)

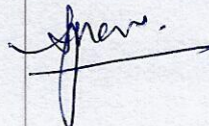
11<sup>th</sup> Floor, Jeevan Prakash Building,  
25- K.G.Marg, New Delhi  
Dated the 05<sup>th</sup> December, 2024

**VACANCY CIRCULAR**

**Subject: Engagement of Retired Central Government Officers as Consultants (Retired) in Ministry of Panchayati Raj**

Ministry of Panchayati Raj (MoPR) invites application from Retired Central Government Officers for engagement as Consultants (Retired) on full time basis with the following job description and experience.

S. No.	Description	
1.	Name of Position	Consultant (Retired)
2.	Number of Positions*	10
3.	Method of Recruitment	Contract Basis
4.	Place of Posting	Ministry of Panchayati Raj, New Delhi
5.	Age Limit	Maximum age limit is 63 years as on the date of Advertisement. The age will be relaxed in exceptional cases in the interest of the Government with the approval of the Secretary, PR.
6.	Period of Contract	Initially for a period of One (01) year.
7.	Remuneration (per month)	A fixed monthly amount shall be paid as per the extant GOI instructions, arrived at by deducting the basic pension from the last pay drawn at the time of retirement.
8.	Eligibility	Retired Central Government Officers of the level of Section Officer/ Under Secretary/ Deputy Secretary /Director and equivalent.
9.	Experience	Officers with exposure in handling implementation of programmes relating to the rural sector, legal matters, establishment & administration matters, Finance and Budget & Accounts etc., with adequate computer applications handling skills on <b>e-Office platform</b> will be given preference.
10.	Assignments	They will be engaged for providing support to the various Divisions in processing of files and interpretation of Government rules and regulations. Division/Section wise assignments as given in <b>Annexure-I.</b>





**\*Subject to change in numbers depending on the requirements of the MoPR.**

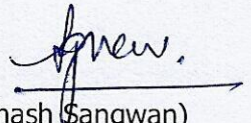
**Terms and Conditions:**

The terms and conditions of engagement of the Consultant (Retired) are regulated as per the Guidelines for engagement of Consultants (Retd.) in MoPR issued vide this Ministry's OM of even no. dated 4<sup>th</sup> August, 2021 and revised from time to time. The same may be referred in the Ministry website [www.panchayat.gov.in](http://www.panchayat.gov.in)

**Submission of Application:**

The applications should be in the format enclosed and supported with self-attested copies of relevant documents. The applications are to be submitted through e-mail [subhash.sangwan@nic.in](mailto:subhash.sangwan@nic.in), with the subject "Application for post of Consultant (Retd)", within **21 days** from the date of publication of the advertisement.

Incomplete application not supported with self-attested relevant documents will not be entertained.



(Subhash Sangwan)

Under Secretary to the Government of India

अवर सचिव/Under Secretary  
पंचायती राज मंत्रालय/Ministry of Panchayat Raj  
भारत सरकार/Govt. of India  
जीवन भारती भवन/Jeevan Bharti Building  
नई दिल्ली/New Delhi-110001

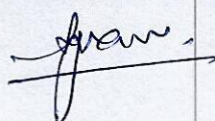
To

1. DoP&T with the request for uploading on the website of DoP&T to give wide publicity.
2. NIC Cell for uploading on MoPR Website



**Annexure- I**

<b>S. No.</b>	<b>Division/Section</b>	<b>No. of positions (Tentative)</b>	<b>Job Description</b>
1.	Fiscal Devolution	1	Matters pertaining to Finance Commission, SFC/EFC, Fiscal Devolution, Financial Management of Panchayats, etc
2.	OSR Section	1	Adequately address the issues related to Own Source Revenue (OSR) of Rural Local Bodies and to engage with the States
3.	PESA Cell	1	Policy provisions for Panchayati Raj Institutions, PESA Act 1996, Advocacy for greater devolution etc.
4.	Establishment	1	To study the organizational structure, methods of work and procedures of the Ministry with a view to suggesting measures for reforms so as to improve the efficiency of the Ministry, to assess the workload in each division from time to time and to consider the requirement of staff, to develop remedial measures for record management, weeding out of records as per Record Retention Schedule at regular intervals, utilization of space within Ministry. Recruitment Rules, Cadre restructuring, GEM related/Tender related, MACP, DPC for promotion, Pay fixation related cases, Court cases/Disciplinary cases etc. At least 03-05 years' experience in handling Establishment matters in Ministry/Department is essential.
5.	Parliament and Coordination	1	Compilation of data, preparation of monthly summary to cabinet, drafting of minutes of Senior Officer Meeting, examination of references received from various Ministries/Departments and furnish comments thereon, assist to handling of Parliament Questions, prepare PPT for meetings. etc.
6.	Budget & Finance	1	Process of Budget formulation, Union Budget Information System (UBIS) including uploading of data on portal, Preparation of detailed demand for Grants, processing of Audit/Audit Reports, Monitoring of trends of Expenditure Re-appropriation, BE, RE preparation, processing of proposals seeking concurrences of IFD under Schemes and Non-Schemes etc.of MoPR, coordination with MoF/DoE/DoEA for Budget and Finance matters. Preferably Account Officer/Senior Accounts Officer/ Section Officer or Under Secretary/Deputy Director or equivalent in Central Government Ministries/Departments with at least 03-05 years' experience in handling Budget and





			IFD matters in Ministry/Department is essential. Proficient in noting & drafting skills for budget, finance and IFD matters as well as typing skills are pre-requisite.
7.	Legal Cell	1	Legal matters – Assisting the Ministry to prepare draft counter affidavits/replies, Coordination & briefing ASGs/CGSCs different Courts, attending court proceedings and assisting ASG/CGSC during hearing of various court cases, liaising works related to court cases and any other works assigned etc. At least 03-05 years' experience in handling legal matters in Ministry/Department is Essential.
8.	Public Grievance Cell	1	Person having domain knowledge of schemes/ programmes of the Ministry of Panchayati Raj and also having experience and skill for data analytics and root cause analysis of grievances, to follow-up with the states for timely and effective redress of the PGs, etc.
9.	Capacity Building	2	To deal with the Rashtriya Gram Swaraj Abhiyan (RGSA) Scheme, MIS, Annual Action Plan of the Division, etc.

*Shan,*



**Annexure- II**

**Application for engagement as Consultant (Retired) in the Ministry of Panchayati Raj, New Delhi.**

1. Name :
2. Father's/Spouse Name :
3. Date of Birth:
4. Gender :
5. Mailing Address (with Tel. / Mob. No. & E-mail address) :
6. Permanent Address:
7. Educational Qualifications :
8. Details of employment (from latest)

**Paste your recent  
passport size photo**

Sl. No.	Ministry / Deptt	Post held & Section/ Division	Basic Pay	Period		Nature of Duties
				From	To	

9. Date of Retirement with copy of PPO:
10. Last Pay Drawn (as per 7<sup>th</sup> CPC)
11. APAR for the last five years:
12. Any other relevant Information:

*[Handwritten Signature]*



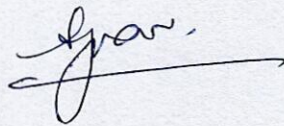
DECLARATION

I solemnly declare that all the statements made in this application are true, complete 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 Panchayati Raj. I have read the Vacancy circular and ready to accept all the terms and conditions for engagement of Consultants (Retd).

Place:

Date:

Signature  
(Full name of the applicant)

A handwritten signature in black ink, appearing to be 'S. Prasad', with a long horizontal line extending to the right from the end of the signature.

11<sup>th</sup> Floor, Jeevan Prakash Building,  
25- K.G.Marg, New Delhi  
Dated 04<sup>th</sup> August, 2021

**OFFICE MEMORANDUM**

**Subject: Guidelines for engagement of Retired Government Officers as Consultants in Ministry of Panchayati Raj.**

In supersession of all the existing Orders, the Guidelines for engagement of Retired Government Officers as Consultants in the Ministry of Panchayati Raj (MoPR) will be as follows:

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**1. General conditions for engaging Consultants(Retd) :** Retired Central Government Officers (level of Director/Deputy Secretary/Under Secretary/Section Officer) would be engaged as Consultants on contract basis in the Ministry of Panchayati Raj for a fixed period for providing high quality services to the MoPR for attending to specific and time-bound jobs in the area of implementation of various policy matters, programmes and general secretariat/administrative work. The engagement of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of their engagement with MoPR.

**2. Number of Consultant (Retd) :**

The number of Consultants to be engaged may vary depending on the requirements of the MoPR. The actual number of Consultants to be engaged at any point of time will be decided in consultation with IFD and approval of Secretary, Panchayati Raj.

**3. Eligibility Conditions :**

Retired Central Government Officers (level of Director/Deputy Secretary/Under Secretary/Section Officer) with sound knowledge of matters pertaining to administration/establishment/Legal & court cases/RTI/Parliament matters/ Budget & Finance/ SFC, EFC, Cabinet Note etc, exposure to the implementation of Government programmes relating to the rural sector. The Officers should have working knowledge of Computer applications for routine Office work.

**4. Remuneration:**

A fixed monthly amount shall be paid as per the extant GOI instructions, arrived at by deducting the basic pension from the last pay drawn at the time of retirement. There shall be no annual increment/ percentage increase during the contract period. No DA and HRA will be admissible during the period of contract.



**5. Allowances :**

5.1 The Consultant (Retired) shall not be entitled to any allowance such as HRA, dearness allowance, residential telephone, transport facility, residential accommodation, personal staff, CGHS, medical reimbursement, etc.

**5.2 Transport Allowance:**

An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

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5.3 The Consultant (Retired) shall not be allowed foreign travel at Government expenses.

**6. 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.

**7. Drawal of Pension :**

A retired Government official engaged as Consultant shall continue to draw pension and the dearness relief on pension during the period of his/her engagement as Consultant. His/her engagement as Consultant shall not be considered as a case of re-employment.

**8. Leave:**

Paid leave of absence will be admissible @ 1.5 days for each completed month of service. There will be no accumulation of leave beyond a calendar year.

**9. Cut-Off Age:**

The age of the applicant shall not exceed 63 years as on last date of receipt of application. The age will be relaxed in exceptional cases in the interest of the Government with the approval of the Secretary (PR). However, the maximum period of engagement will be five years beyond date of superannuation.

**10. Terms of Engagement:**

The initial term of engagement shall be one year and subsequent extension(s) upto five years beyond the date of superannuation, if any, shall be considered on case to case basis depending on the requirements of a specific job and the timeframe for its completion, quality of output. These extension(s) will be done based on the recommendations of the concerned Divisional Head and approval of Secretary (PR). The maximum period of engagement will be five years beyond the date of superannuation. Extension beyond five years of superannuation, if any, required due to the exigencies of



work will be done in deserving cases with the approval of Department of Expenditure and not as a matter of routine.

The Consultant shall sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.

### **11. Procedure for Selection :**

11.1 The requirement of Consultant(Retd) in MoPR will be assessed from time to time by the Establishment Division. A Circular for inviting applications for engagement of Consultants(Retd) will be placed on the website of MoPR and sent to D/o Personnel & Training for wide publicity.

11.2 All the applications received will be scrutinized, shortlisted and placed before the Consultancy Evaluation Committee (CEC) in MoPR. The CEC after interaction with the shortlisted candidates, recommend a panel, including appropriate number of waitlist of sufficient number of suitable candidates. The composition of the CEC shall be as under:-

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- |       |                                  |   |             |
|-------|----------------------------------|---|-------------|
| (i)   | Additional Secretary, PR         | - | Chairperson |
| (ii)  | All the Divisional Heads in MoPR | - | Member(s)   |
| (iii) | DIR/DS (IFD), MoPR               | - | Member      |

11.3 The Establishment Division shall submit recommendations of the CEC for seeking approval of Secretary (PR). Thereafter, offer letters will be issued to the selected candidates.

**12.** Ministry, in case of extreme urgency may consider engagement of Consultant(s)(Retd) on nomination basis up to a maximum period of one year, as per the extant GOI Rules, without following the procedure laid down in para 11, with the concurrence of IFD and approval of Secretary (PR). This engagement will be limited to 30% (maximum number three) of the total Consultants(Retd) engaged by the Ministry, at any point of time and will be over and above the Consultants(Retd) engaged by the Ministry.

### **13. Terms & Conditions of the Contract :**

(i) Consultant(Retd) will be required to examine cases/ proposals, policy issues, Court cases, in the light of Central Government rules and regulations, prepare briefs, presentations and analyze the proposals assigned to them by their controlling officers.

(ii) 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. No compensatory leave will be granted for working during holidays.

(iii) 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.

(iv) 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.

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

(vi) ~~(A-110127/2021-Estt)~~ They are drawn to Central Vigilance Commission Circular NO. 01/01/2017 dated 23.01.2017 and Circular No. 08/06/2011 dated 24.6.2011. They will be completely accountable for any advice or any service rendered by them during their engagement in this Ministry in view of norms of ethical business and professionalism.

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(vii) They must act, at all times in the interest of Ministry of Panchayati Raj and render any advice/service with professional integrity.

(viii) They will maintain highest standards of integrity, transparency, competitiveness, courtesy and efficiency while working as Consultant in this Ministry.

(ix) The Consultant(Retd) 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 Ministry nor they indulge in any activity outside the terms of the contractual assignment.

(x) They will maintain unconditional devotion to duty adherence to the rules such as punctuality, office discipline and decorum, positive attitude towards work as well as due courtesy to the superior.

#### **14. Vigilance Clearance:**

Vigilance Clearance will be sought in respect of Consultant(Retired) before engagement as per CVC guidelines issues from time to time

#### **15. Performance Appraisal :**

A Half-yearly Performance Appraisal of the Consultants would be undertaken through a format prescribed at Annexure-I in order to bring objectivity in the assessment of performance. Assessment would be done by the controlling officer of the Division and countersigned by the Head of Division. The Division shall forward the Half-yearly Assessment of the performance of the Consultant to Establishment Division.



## 16. Termination of Engagement :

MoPR may terminate a contract if:

- The Consultant is unable to address the assigned works.
- Quality of output on the assigned works is not to the satisfaction of the Ministry.
- The Consultant fails in timely achievement of the milestones as finally decided by the Ministry.
- The Consultant is found lacking in honesty and integrity.
- The MoPR reserves the right to terminate the contract, by giving one month's notice to the Consultant.
- Consultant can leave the contract by giving a notice for a period of not less than one month. Notice period can be curtailed with the approval of Secretary (PR) on the recommendation of concerned Division Head.

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## 17. <sup>A-11012/3/2021-Estt.</sup> Rights of the Ministry

The Ministry has the right to cancel the advertisement, and not go for engagement of Consultant(s), at any stage. It may accept or reject any or all applications, without giving any reasons thereof, whatsoever.

18. This issues with the approval of the Minister, Panchayati Raj. The concurrence of IFD was conveyed vide Diary No 61/IFD/MoPR/2021-22 dated 23.07.2021.



(Puneet Sharma)

Under Secretary to the Government of India

Tel: 23373813

To

- (1) PS to MPR
- (2) PS to MoS, PR
- (3) PPS to SPR
- (4) PPS to AS, PR
- (5) Sr PPS/PS to JS(RY)/JS(KSS)/JS(APN)/EA(BKB)
- (5) NIC Cell for uploading on MoPR Website
- (6) KMS



**Half-yearly Performance Report of Consultant(Retd)**

Period: From.....to .....

**Part-I: Basic Details**

Name	
Date of Joining	
Division	
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**Part-II: Performance Appraisal**

Brief Description of task	Deliverables	Actual Achievements

III. Please mention significant contribution, personal achievements, other accomplishments, if any.

IV. Remarks.

**Controlling Officer  
(DIR/DS/US)**

**Countersigned by Head of the Division**

