

No. A-12024/1/2020-HR
Government of India
Ministry of Micro, Small & Medium Enterprises
HR Section

Udyog Bhavan, New Delhi.
Dated: 7th July, 2021

C I R C U L A R

Subject: Preparation of panel of consultants for engagement on contract basis for the year 2021-22.

The undersigned is directed to say that Ministry of Micro, Small & Medium Enterprises, proposes a panel of Consultants for engagement on contract basis for the year 2021-22 at the level of Section Officer/Assistant Section Officer from amongst Group 'B' retired Government employees. The short listed candidates will be considered for engagement as per the requirement of the Ministry. The details are as follows:

1.	Number of Consultants to be engaged on contract basis	One
2.	Period of engagement	Initially for a period of one year. The performance during this period would be reviewed and based on performance, engagement may be regularized for a further period. The review of contract will be done on year to year basis.
3.	Age limit	Should not be more than 65 years of age.
4.	Remuneration payable	<ul style="list-style-type: none">• As per rules. Not exceeding Last Pay drawn/Pension + current DA.• They shall continue to draw pension and DA, if any, during the period of their engagement as Consultant. Their engagement as Consultant shall not be considered as a case of re-employment.
5.	Place of work	Ministry of Micro, Small & Medium Enterprises, Udyog Bhavan, New Delhi.
6.	Experience	Well conversant with the knowledge of computer and have a sound knowledge of office procedure
7.	Termination of agreement	The Ministry may terminate the services of Consultant in case his/her services are not satisfactory or he/she is lacking in honesty and integrity.
8.	Notice period for relieving	The contract can be terminated by either side by giving notice of one month's time.


2. The engagement of Consultants on contract basis will be subject to the guidelines for engaging consultants in the Ministry.

3. The selected person should be available on his mobile/telephone and email at all times on engagement in the Ministry. He/she may be required to attend office on Saturday/Sundays and other holidays, if necessary.

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4. Interested retired persons who will be in a position to join immediately on call may submit their particulars in the prescribed format along with the relevant documents to the HR Section, Room No. 429 C, Udyog Bhavan, New Delhi within fifteen days from the date of publishing of this circular.


/7/7/2021
(Maya Pandey)
Deputy Secretary to the Govt. of India
Tel. No. 23063290.

To

All Ministries/Departments of Govt. of India.

(LIST ENCLOSED)

PROFORMA

(Application for engagement of Consultant in the Ministry of MSME)

1.	Name in full (In Block Letters)				
2.	Educational Qualification				
3.	Date of Birth				
4.	Date of superannuation from Govt. service				
5.	PPO No.				
6.	Aadhaar No.				
7.	Complete residential address				
8.	Telephone No.				
9.	Post held since entry into the Govt. Service:				
S.No.	Designation & Place of posting including name of Ministry/Deptt.	Scale of pay	From	To	Nature of work performed

10. Additional relevant information, if any, in support of your suitability for the said engagement.

Name & Signature of the applicant

Place:

Date: