

No. A-12034/03/2021-Estt(Outsource)
Government of India
Ministry of Minority Affairs

11th Floor, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road,
New Delhi-110 003.

Date: 17th February, 2021

Subject: Circular regarding engagement of retired Government Employees as Consultant in Ministry of Minority Affairs.

The undersigned is directed to forward herewith Circular No. A-12034/03/2021-Estt(Outsource) dated 17th February, 2021 and to request that the enclosed Circular may be uploaded/ published on the website of this Ministry at the earliest.



(S.K. Sharma)

Under Secretary (Estt)

To

Sr. Technical Director, NIC, Ministry of Minority Affairs

File No: A-12034/03/2021-Estt(Outsource)
Ministry of Minority Affairs
(Establishment (Outsource) Section

CIRCULAR

Date: 17th February, 2021

**Subject: Engagement of retired Government Employees as Consultant in
Ministry of Minority Affairs**

Applications are invited individually for engagement of One post of Consultant (Rules & Processes) and One post of Consultant (Legal issues) on contract basis for a initial period of one year in Ministry of Minority Affairs from the date of engagement, which can be curtailed or extended as per requirement of the Ministry and performance of the Consultant. The details of position, eligibility criteria, age limit (as on closing date of submission of application) are as under:-

Name of the position	No. of Position	Eligibility Criteria	Maximum Age limit	Consolidated Remuneration
Consultant (Rules & Processes)	01	(i) An officer retired from Central/State Government who has rendered at least 03(three) years' service as Under Secretary or above. (ii) Bachelor's Degree from a recognized University. (iii) Five years' experiences in the field of streamline and simplify various Rules and Processes in Government offices/ organisations to reduce compliance burden.	65 years	(Last Basic Pay Drawn - Basic Pension) + Transport Allowance applicable at the time of retirement.
Consultant (Legal issues)	01	(i) An officer retired from Central/State Government who has rendered at least 03(three) years' service as Under Secretary or above. (ii) Bachelor's degree in Law of a recognized University. (iii) Having experience of 5 years in dealing with examination and review of legal provisions of various Rules, Regulations and dealing with Court cases.	65 years	(Last Basic Pay Drawn - Basic Pension) + Transport Allowance applicable at the time of retirement.

2 The mandate of the Ministry includes formulation of overall policy and planning, coordination, evaluation and review of the regulatory framework and development programmes for the benefit of the minority communities.

3. The applications (**Appendix**) duly filled along with self-attested supporting documents in respect of educational qualification and experience and acceptance of the Terms of Reference as in Annexure - I for Consultant for (Rules and Processes) and as in Annexure-II for consultant (Legal issues), may be sent to Under Secretary (Estt), Room No. 1149 , Wing : B-2, 11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110 003. **The last date of submission of Application is 21 days from the publication of this Circular.**

4. The Application Form along with Terms of Reference (ToR) **Annexure-I, II & Appendix** are attached. The Selection of Consultant shall be based on the qualification, experience and personal interview at Ministry of Minority Affairs. The Ministry reserves the right to accept or reject responses without assigning any reasons whatsoever. The decision of Secretary, Ministry of Minority Affairs in this regard will be final.



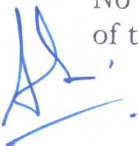
(S.K.Sharma)

Under Secretary (Estt)

Telephone No:- 011- 24302593

TERMS OF REFERENCE FOR CONSULTANT FOR RULES AND PROCESSES.

1. **Basic Requirements:** The Consultant (Rules and Processes) shall be responsible to examine and review of various rules and processes under the domain of Ministry of Minority Affairs to streamline and simplify them in order to reduce the compliance burden. The Consultant shall execute and perform the tasks assigned to him with due diligence and according to the best of his intelligence, skill and ability on the direction of his controlling officer(s) with whom he would be attached.
2. **Term of Appointment:** The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the Consultant, provided it shall not be extended beyond 5 years after superannuation.
3. **Office Timings & Working days:** The consultant would follow working office hours from 09.00 AM to 05.30 PM including half an hour lunch break in between or as may be directed by the controlling officer, during normal working hours. The Consultant usually has to attend office from Monday to Friday but if required, he can be called for duty on any day such as Saturday, Sunday, holiday including Gazetted Holiday or beyond working hours without any extra remuneration.
4. **Leave of absence:** The consultant will be allowed Paid leave of absence at the rate of 1.5 days for each completed month of service. Therefore, he will not be paid any remuneration for leave beyond the permissible period of paid leave of absence. Accumulation of leave beyond a calendar year will not be allowed.
5. **Assignment (s) other than Ministry of Minority Affairs during the period of contract:** The Consultant shall not take up any other assignment of any nature during his period of engagement in Ministry of Minority Affairs that harms the interest of the Ministry.
- 6.. **Conduct & Integrity:** The Consultant shall be abided by the rules and provisions contained under the Central Civil Services (Conduct) Rules, 1964 and maintain discipline and absolute integrity in his conduct during the period of his engagement in Ministry of Minority Affairs. The applicant shouldn't have been retired as a matter of punishment and should not have any crime record. The Consultant should maintain confidentiality of the work carried out by him. On joining he shall sign an agreement of confidentiality containing clauses on ethics and integrity. The Consultant shall be bound to hand-over the entire set of records of assignment to Ministry of Minority Affairs before the expiry of the contract and before the final payment is released by Ministry of Minority Affairs.
7. **Deduction of Tax(s):** Income Tax or any other tax liable to be deducted, as per the prevailing provisions under relevant laws will be deducted at source before effecting the payment, for which the Ministry will issue certificate such as TDS etc.
8. **Remuneration and Allowances:** Monthly remuneration of the Consultant will be fixed after deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. No increment/Dearness Allowance/ percentage increase shall be allowed during the term of the contract. An appropriate and fixed amount of Transport Allowance shall be allowed



not exceeding the rate applicable to the appointee at the time of retirement. However, he will be allowed TA/DA on official tour, if any, as per entitlement at the time of retirement.

9. **Drawal of pension:** The Consultant shall continue to draw pension during the period of engagement as Consultant in this Ministry. His engagement as Consultant will not be considered a case of re-employment.

10. **Termination of Engagement:** The engagement shall automatically stand terminate at the end of the period unless extended by Ministry of Minority Affairs, on mutual consensus by both the parties. Ministry of Minority Affairs may terminate the contract of consultancy under any condition as mentioned below:

- (a) The Consultant is unable to address the assigned works;
- (b) Quality of the assigned works is not to the satisfaction of the Ministry;
- (c) The Consultant fails in timely achievement of the target as finally decided by the Ministry;
- (d) The Consultant is found lacking in honesty and integrity;
- (e) The contract can be terminated by giving fifteen days notice by either side. In the event of pre mature termination of contract without advance notice of 15 days, an amount of remuneration equivalent to 15 days of consultant's remuneration shall have to be given by Ministry of Minority Affairs or to the Ministry of Minority Affairs by the consultant as the case may be. In the event of termination of the agreement, the remuneration will be paid on pro-rata basis as per attendance during the notice month.
- (f) The termination of contract must be got approved by the competent authority of Ministry of Minority Affairs after obtaining proper "No Objection" and "No Dues" certificates from all officers concerned in the Ministry.
- (g) The termination will be without prejudice to either party's rights accrued before termination.
- (h) If any declaration/ information furnished by the consultant is found false or found to be wilfully suppressed any material fact (s), he/she will be liable for termination of contract including any administrative and/or legal action as the Ministry may deem fit.

11. **Jurisdiction:** The decisions of the Secretary, Ministry of Minority Affairs shall be final and binding on the consultant. In the event of any dispute the jurisdiction of Courts in Delhi only shall be applicable.

12. **Disclaimer:** The Consultant shall not be eligible for any claim or any other Benefit/ compensation under provisions of any Act/ Rules applicable to regular Government employees. The engagement does not grant the Consultant any right for future employment, regularization in Ministry of Minority Affairs or any benefits admissible to the employees of the Ministry. The Consultant shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the regular Government employees.

(Name & Signature of the Applicant)



TERMS OF REFERENCE FOR CONSULTANT (LEGAL ISSUES)

1. **Basic Requirements:** The Consultant (Legal issues) shall be responsible to examine and review legal provisions of various Acts, Rules and Regulations and deal with Court Cases in Ministry of Minority Affairs..The Consultant shall execute and perform the tasks assigned to him with due diligence and according to the best of his intelligence, skill and ability on the direction of his controlling officer with whom he would be attached.
2. **Term of Appointment:** The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the Consultant, provided it shall not be extended beyond 5 years after superannuation.
3. **Office Timings & Working days:** The consultant would follow working office hours from 09.00 AM to 05.30 PM including half an hour lunch break in between or as may be directed by the controlling officer, during normal working hours. The Consultant usually has to attend office from Monday to Friday but if required, he can be called for duty on any day such as Saturday, Sunday, holiday including Gazetted Holiday or beyond working hours without any extra remuneration.
4. **Leave of absence:** The consultant will be allowed Paid leave of absence at the rate of 1.5 days for each completed month of service. Therefore, he will not be paid any remuneration for leave beyond the permissible period of paid leave of absence. Accumulation of leave beyond a calendar year will not be allowed.
5. **Assignment (s) other than Ministry of Minority Affairs during the period of contract:** The Consultant shall not take up any other assignment of any nature during his period of engagement in Ministry of Minority Affairs that harms the interest of the Ministry.
- 6.. **Conduct & Integrity:** The Consultant shall be abided by the rules and provisions contained under the Central Civil Services (Conduct) Rules, 1964 and maintain discipline and absolute integrity in his conduct during the period of his engagement in Ministry of Minority Affairs. The applicant shouldn't have been retired as a matter of punishment and should not have any crime record. The Consultant should maintain confidentiality of the work carried out by him. On joining he shall sign an agreement of confidentiality containing clauses on ethics and integrity. The Consultant shall be bound to hand-over the entire set of records of assignment to Ministry of Minority Affairs before the expiry of the contract and before the final payment is released by Ministry of Minority Affairs.
7. **Deduction of Tax(s):** Income Tax or any other tax liable to be deducted, as per the prevailing provisions under relevant laws will be deducted at source before effecting the payment, for which the Ministry will issue certificate such as TDS etc.
8. **Remuneration and Allowances:** Monthly remuneration of the Consultant will be fixed after deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. No increment/Dearness Allowance/ percentage increase shall be allowed during the term of the contract. An appropriate and fixed amount of Transport Allowance shall be allowed



not exceeding the rate applicable to the appointee at the time of retirement. However, he will be allowed TA/DA on official tour, if any, as per entitlement at the time of retirement.

9. **Drawal of pension:** The Consultant shall continue to draw pension during the period of engagement as Consultant in this Ministry. His engagement as Consultant will not be considered a case of re-employment.

10. **Termination of Engagement:** The engagement shall automatically stand terminate at the end of the period unless extended by Ministry of Minority Affairs, on mutual consensus by both the parties. Ministry of Minority Affairs may terminate the contract of consultancy under any condition as mentioned below:

- (a) The Consultant is unable to address the assigned works;
- (b) Quality of the assigned works is not to the satisfaction of the Ministry;
- (c) The Consultant fails in timely achievement of the target as finally decided by the Ministry;
- (d) The Consultant is found lacking in honesty and integrity;
- (e) The contract can be terminated by giving fifteen days notice by either side. In the event of pre mature termination of contract without advance notice of 15 days, an amount of remuneration equivalent to 15 days of consultant's remuneration shall have to be given by Ministry of Minority Affairs or to the Ministry of Minority Affairs by the consultant as the case may be. In the event of termination of the agreement, the remuneration will be paid on pro-rata basis as per attendance during the notice month.
- (f) The termination of contract must be got approved by the competent authority of Ministry of Minority Affairs after obtaining proper "No Objection" and "No Dues" certificates from all officers concerned in the Ministry.
- (g) The termination will be without prejudice to either party's rights accrued before termination.
- (h) If any declaration/ information furnished by the consultant is found false or found to be wilfully suppressed any material fact (s), he/she will be liable for termination of contract including any administrative and/or legal action as Ministry of Minority Affairs may deem fit.

11. **Jurisdiction:** The decisions of the Secretary, Ministry of Minority Affairs shall be final and binding on the consultant. In the event of any dispute the jurisdiction of Courts in Delhi only shall be applicable.

12. **Disclaimer:** The Consultant shall not be eligible for any claim or any other Benefit/ compensation under provisions of any Act/ Rules applicable to regular Government employees. The engagement does not grant the Consultant any right for future employment, regularization in Ministry of Minority Affairs or any benefits admissible to the employees of the Ministry. The Consultant shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the regular Government employees.



(Name & Signature of the Applicant)

**Application for the post of Consultant in
Ministry of Minority Affairs**

1. Name of the Applicant
2. Father's Name
3. Date of Birth
4. Address
5. Mobile Number
6. E-Mail ID
7. Nationality
8. Educational Qualification

Affix your passport size photograph

a. Academic

Sl. No	Educational Qualification	Passing year	University/College/ Board
--------	---------------------------	--------------	---------------------------

b. Professional If any:

9. Details of past service:

Sl. No.	Period	Designation	Ministry/ Department	Nature of duties
---------	--------	-------------	----------------------	------------------

10. Other Experience, If any (Please attach separate sheet If required)
11. Last Office from which retired:
12. Designation at the time of retirement
13. Last Pay drawn and Grade Pay at the time of retirement:
14. Any other information you may like to give
15. List of enclosures

(Declaration)

I hereby declare that the particulars furnished above are true 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 taken by Ministry of Minority Affairs. I have read this circular and ready to accept the terms and conditions for engagement as Consultant as mentioned in **Annexure-I / Annexure-II.**

Place:

Date:

(Name & Signature of the Applicant)

Application duly filled in (Annexure-I & II), along with requisite self attested copies of Certificates as listed below may please be sent to the Under Secretary (Estt.) before last date: -

- a. Pension Payment Order (PPO)
- b. Date of Birth Certificate
- c. Service and Experience Certificate(s)
- d. Certificates of Educational & Professional Qualification(s)
- e. Copy of Identity Card issued by the employer at the time of retirement.
- f. Latest Pay Certificates as on date of retirement.