

**No. 12024/4/2020-Estt**  
**Government of India**  
**Ministry of Tribal Affairs**  
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Shastri Bhawan, New Delhi- 01  
Date: 20.04.2020

**CIRCULAR**

**Subject: Engagement of retired Government servant as consultant in the Ministry of Tribal Affairs reg.**

Ministry of Tribal Affairs invites application from retired Government officers, who retired at the level of Under Secretary/ Section Officer or equivalent for engagement as Consultant in Parliament and Co-ordination Division of this Ministry for an initial period of six months on contract basis. The details of engagement are as under:-

1.	Designation	Consultant
2.	Period of engagement	Initially for a period of six months from the date of joining which may be extendable further on the basis of requirement of the Ministry and performance of the selected person.
3.	No. of Personnel required	One
4.	Place of posting	Parliament and Co-ordination Division of the Ministry of Tribal Affairs
5.	Remuneration per month	Pay at the time of retirement minus pension.
6.	Age Limit	Not beyond 65 years
7.	Education Qualification	Graduation from a recognized university
8.	Eligibility	Retired Government Officer at the Level of Under Secretary/Section Officer having expertise in MS Word, Ms Excel, MS Power Point and secretariat work
9.	Nature of duties	Secretariat work
10.	Closing date for submission of applications	Application in the prescribed proforma may be submitted by 5.05.2020

11	Application to be forwarded to	Under Secretary (Establishment) Ministry of Tribal Affairs Room No 400 C, C-Wing, Shastri Bhawan, New Delhi E-mail: <a href="mailto:reema.sharma@nic.in">reema.sharma@nic.in</a> , <a href="mailto:mk.yadav88@gov.in">mk.yadav88@gov.in</a>
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2. The above said engagement is purely on temporary and on contract basis. The selected candidate will not have any right to seek regularization in any post in this Ministry. Further the selected person will be governed by the provisions contained in the guidelines for engagement of Consultants in this Ministry as amended from time to time.



(Mukesh Kumar)

Deputy Secretary to the Government of India

Tel: 011-23383303

To

1. All Ministries and Departments of the Govt. of India with the request to give wide publicity to the circular among the concerned.
2. The Under Secretary, CS-I Division, Department of Personnel & Training, Khan Market, New Delhi with request to upload DoPT's website.
3. NIC for publishing the vacancy in the Ministry's website.
4. Deputy Director (PC) for information
5. E-office Notice Board/ Guard File

## PROFORMA

### Application for appointment of Consultant in Ministry of Tribal Affairs

1.	Name in full (Block Letters)				
2.	Date of Birth				
3.	Date of Superannuation from Govt. Service				
4.	Educational Qualifications				
5.	Complete Residential Address				
6.	Telephone/Mobile No.				
7.	E-mail ID				
8.	Position held since entry into service				
9.	Last pay drawn (Copies of LPC and PPO should be enclosed in case of retired Govt. servants)				
10.	Pension drawn (in case of retired Govt. servants)				
S.No.	Organisation where served and designation	Scale of Pay & Pay	From	To	Nature of work performed

11. Additional relevant information, if any, in support of your suitability for the said engagement. Attach a **separate sheet, if necessary.**

Name & Signature of the applicant:

Place:

Date: