

No. 31-1/2019-PE-II  
Government of India  
Ministry of Communications  
Department of Posts  
Establishment Division

Sansad Marg, Dak Bhawan,  
New Delhi - 110001.

Dated: the 11<sup>th</sup> February, 2020

**NOTIFICATION**

Sub: Engagement of retired Government Employees as Consultant in the Department of Posts (HQs), Dak Bhavan, New Delhi through advertisement.

Applications are invited from retired Government employees of Pay Level 14 and above who have experience in work relating to Information Technology Projects. Candidates with proven experience of designing, implementing and monitoring large IT projects for the Government of India may apply as per Application form below. The selected candidates will be responsible for assisting the Department of Posts to onboard the Consulting Agency, preparation of DPR, EFC, Cabinet Notes, evaluation of various solutions and any other related tasks. The full-time engagement will be for a period of six months with provision for extension of six months' subject to following T&C:

**2. REMUNERATION, ALLOWANCES AND WORKING HOURS**

**i) Remuneration:**

The maximum amount of monthly consolidated fee and Local conveyance payable shall be (Level-14 and above in the Pay Matrix) Rs.75000/ + Conveyance allowance of Rs.5000/-. The total monthly remuneration and the Pension drawn by the consultant shall not be more than the Last Pay Drawn by him calculated at the current rates of Dearness Allowance. Enhanced remuneration may be paid to deserving officials on case to case basis with the approval of Secretary, Department of Posts on account special expertise/ experience in the concerned field.

**ii. Allowances:**

Consultants shall not be entitled to any kind of allowance or accommodation facility e.g. Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS, and Medical Reimbursement etc. However, Conveyance Allowance shall be paid at the rates mentioned above.

**iii. TA/DA:**

No TA/DA shall be admissible for joining the assignment or on its completion, Foreign travel of Consultants is not permitted at all. However, should they require to travel inside the country in connection with the official work of the Department, TA/DA as admissible to a regular employee of the same grade, he/she retired from, will be paid to him/her after obtaining approval of the competent authority.

**iv) Drawl of Pension:**

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

**v) Leave:**

Consultants shall be eligible for Eight (08) Days leave in a calendar year on pro rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultants. Also, un-availed leave shall neither be carried forward to next year nor encashed.

**vi) 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,

**3. QUALIFICATION AND EXPERIENCE REQUIRED**

**i) Educational Qualification**

Bachelor's degree or equivalent from a recognized University.

**ii) Essential**

He/ She should be retired from Central Government/ State Government/ PSU /Autonomous Body from the Pay level 14 and above in the Pay Matrix or equivalent.

**iii) Experience**

He/She should have proven experience of designing, implementing and monitoring large IT projects for the Government of India. Knowledge of Postal Operations and understanding of postal processes is desirable. He/ She should have effective communication and interpersonal skills.

**4. AGE LIMIT:**

Normally, the maximum age limit for all categories of Consultants will be 65 years. However, engagement beyond 65 years and up to 70 years may be resorted to in deserving cases with the approval of Secretary (Posts) keeping in view his/ her good health & level of expertise.

**5. POWER FOR RELAXATION**

The power to relax any or all of the conditions enumerated above shall vest with the Secretary (Posts). The engagement of consultant will be governed by the operating instructions issued vide the OM No. 31-2/2019-PE-II dated 05.09.2019.

**6. Guidelines for the submission of the application**

The duly completed application in prescribed proforma at **Annexure-I** should be sent to email ID **narenderkumar.meena71@gov.in** by **26<sup>th</sup> February, 2020** with subject bearing "**Application for the Consultant**". No other mean of submission of application will be entertained. The application should be submitted with the following self-attested scanned documents in PDF format:

- a) Copy of retirement notification
- b) Copy of Pension Payment Order (PPO)
- c) Certificate in support of educational qualification & experience



(Vincent Barla)  
Director (Estt.)

Tel: 011-23096235

**APPLICATION FORMAT**

1. Name
2. Date of Birth
3. Designation (last post held, office at the time of retirement and Pay Level)
4. Educational Qualification with information of knowledge of IT related solutions:
5. Latest relevant experience for the past 10 years:

Experience*	Period	Description
Position held of any IT Organization/Department		
Involvement in designing/implementing of IT project at a senior level		
Involvement in Committees/Reports on IT Projects		

\*additional sheet may be added for detailed experience

6. Knowledge of Postal Operations and understanding of Postal processes: Please provide a brief description
7. Address for Correspondence
8. Tel. No. & e-mail ID
9. Date of Retirement from Govt. Service
10. Details of present employment (wherever applicable)
11. PPO Number of the applicant:

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 of the Department of Posts. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Signature

Name of the applicant.....

Date

Place