

No. 31-4/2019-PE-II  
Government of India  
Ministry of Communications  
Department of Posts  
Establishment Division

Sansad Marg, Dak Bhawan,  
New Delhi - 110001.

Dated: 17<sup>th</sup> December, 2019

**Notification**

Subject: Engagement of retired Government Employees as Consultant in the Department of Posts (HQ), Dak Bhawan, New Delhi.

The Department of Posts invites applications for engagement of retired government servants as consultant. The eligible retired Government servants from the Central/State Govt./Autonomous Bodies, who fulfil the following criteria, may apply: -

SI No.	Name of Post/Scale	No. of vacancy	Eligibility Criteria, Experience & Period of engagement	Age Limit	Remuneration Per Month
	1	2	3	4	5
1	Asst. Director (OL)  Or  Equivalent	2 (Two)	<p><b>1. Educational Qualification:</b></p> <p>Postgraduate or equivalent in Hindi or English from a recognised University <b>and</b> Bachelor's degree in Hindi with English as one of the subject at degree level either as a compulsory or optional from a recognised University or equivalent.</p> <p><b>Desirable:</b> Diploma or Certificate course in translation from Hindi to English &amp; vice versa from a recognised Institute.</p>	Should not have attained the age of 65 years.	Rs. 40,000/- p.m.  Conveyance allowance of Rs. 3,000 p.m

			<p><b>Initial Period of Engagement:</b> Six months, which may be further extended for six months.</p> <p><b>Experience:</b> The candidate should have worked as AD(OL) or equivalent for a minimum period of 2 years in the pay matrix level-10. The candidate must have overall 5 years of experience of translation from English to Hindi and vice-versa.</p>		
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**Note-1:** 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.

**Note-2:** Enhanced remuneration may be paid to deserving officials on case to case basis with the approval of Secretary, Department of Posts on account of special expertise/ experience in the concerned field.

## 2. GENERAL TERMS & CONDITIONS

2.1 **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 in the table above.

2.2 **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.

3.3 **Drawal 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.

2.4 **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.

2.5 **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.

2.6 **Working Hours:** Consultants may follow the normal working hours as prescribed [i.e. 09:00 AM to 05:30 PM], However, as per the exigency one has to sit late to complete the time bound work. Attendance would be made through Biometric Attendance System.

### **3. AGE-LIMIT**

Normally, the maximum age limit for all categories of Consultants will be 65 years. However, engagement beyond 65 years and upto 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.

### **4. PERIOD OF ENGAGEMENT AND EXTENSION OF TENURE**

4.1 The initial engagement of a person as Consultant shall be for the period as given in the Terms of Reference (ToR) or six months, whichever is less. After expiry of initial term, engagement may be extended, based on requirement of the Division and performance of Consultant(s) concerned for another six months. No consultant can be engaged for a period of more than one year at a time.

4.2 The appointment of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy in the Department of Posts.