

No. 31-2/2019-PE-II  
Government of India  
Ministry of Communications  
Department of Posts  
Establishment Division

Sansad Marg, Dak Bhawan,  
New Delhi - 110001.

Dated: 18<sup>th</sup> November, 2022

**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 Central Government servants as consultant in RB & Planning Division and Official Language Division of Department of Posts (HQ), Dak Bhawan, New Delhi. The eligible retired Central Government servants, who fulfil the following criteria, may apply: -

Sl. No.	Name of Post/ Scale	No. of vacancy	Remuneration Per Month	Age Limit	Educational qualification	Experience:
1	2	3	4	5	6	7
1.	Assistant Director/ Desk Officer or equivalent (Pay Level-9 or equivalent) for Planning Division	1(One)	A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement.	Should not have attained the age of 65 years.	Graduate from a recognized University or equivalent.	Minimum 4 years of experience as Assistant Director in Department of Posts, 2 years of working knowledge as Desk Officer in Postal Directorate. Expertise/Skill – Experience is required in dealing VIP cases & more other cases relating to Post Offices. Knowledge of Postal working/ operations is desired.

2.	Assistant Director (OL) or equivalent (Pay Level-10 or equivalent) for Official Language Division	1(One)	A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement.	Should not have attained the age of 65 years.	Postgraduate or equivalent in Hindi or English from a recognized 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 recognized university or equivalent.	knowledge of English to Hindi and Hindi to English translation, Hindi typing and official language with minimum 10 years of experience.
3.	Senior Translation Officer (Pay Level -7 or equivalent) for Official Language Division	2 (Two)	A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement.	Should not have attained the age of 65 years.	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 recognized university or equivalent.	knowledge of English to Hindi and Hindi to English translation, Hindi typing and official language with minimum 10 years of experience.

**Note-1:** Initial Period of Engagement will be for Six months.

## 2. GENERAL TERMS & CONDITIONS

### 2.1 Allowances:

- a) House Rent Allowance - No HRA shall be admissible.

b) Transport Allowance – An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

2.2 **Leave of absence** – Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of consultancy service. Accumulation of leave beyond a calendar year may not be allowed.

2.3 **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 **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.

2.5 **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.

2.6 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.

2.7 The appointment of Consultants is of a temporary (non-official) nature against the specific jobs.

### **3. CONFIDENTIALITY OF DATA AND DOCUMENTS**

3.1 The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Department shall remain with the Department.

3.2 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of, assignment for the Department without the express written consent of the Department.

3.3 The consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract and before the final payment is released by the Department.

#### **4 CONFLICT OF INTEREST**

4.1 The Consultant appointed by the Department shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department nor will he indulge in any activity outside the terms of the contractual assignment.

4.2 The Consultant will not be entitled for any benefit/compensation absorption/regularization of service with this Department.

4.3 The engagement of consultant shall be regulated as per this Department's OM No. 31-2/2019-PE-II dated 05.09.2019 and Department of Expenditure OM No. 3-25/2020-E.IIIA dated 9<sup>th</sup> December, 2020.

#### **5. TERMINATION OF ENGAGEMENT**

5.1 The engagement of Consultants can be terminated by the Department at any time without assigning any reason thereof by giving them 15 Days' notice. Termination shall be effected on the day right after the completion of fifteen (15) days of delivery of such notice. However, in case a Consultant wishes to resign, he will have to give 15 days' advance notice or remuneration in lieu thereof before resigning from the engagement. Department may terminate the engagement in following conditions: -

- i. The Consultant is unable to address the assigned work;
- ii. Quality of the work is not to the satisfaction of the Department;

- iii. The Consultant fails in timely achievement of the milestones as finally decided by the Department;
- iv. The Consultant is found lacking in honesty and integrity.

5.2 The uniform instructions/ guidelines for engagement of consultant are under process in Department of Personnel & Training. If there would be any variation between this Department and DoP&T guidelines, the later will prevail and engagement of consultant will stand terminated with effect from the date of issue of DoP&T guidelines.

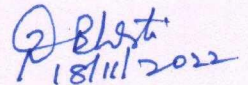
## 6. RIGHTS OF THE DEPARTMENT

The Department has the right to cancel the advertisement, and not go for engagement of Consultant, at any stage. It may accept or reject any or all applications, without giving any reasons therefor, whatsoever.

## 7. Guidelines for the submission of the application

The duly completed application in prescribed proforma at Annexure-I should be sent to email ID [pe2section.dte@indiapost.gov.in](mailto:pe2section.dte@indiapost.gov.in) by **12<sup>th</sup> December, 2022** with subject bearing "**Application for the post of \_\_\_\_\_ as Consultant**". No other means of submission of application will be entertained. Any application received after the last date of submission will not 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

  
18/11/2022

(R. N. Bharti)  
Director (Estt.)  
Tel: 011-23096191

**ANNEXURE-I**

Application for the post of Consultant in the Department of Posts, Dak Bhawan,  
New Delhi

Recent  
Passport Size  
Photograph

Sl No.	Particulars	To filled by the applicant	
1.	Full Name (in BLOCK LETTERS)		
2.	Father's/Husband's Name		
3.	Date of Birth (dd/mm/yyyy)		
4.	Contact Details	Mobile No.:	<input type="text"/>
		Tel No.:	<input type="text"/>
		E-mail ID	<input type="text"/>
5.	Address for Communication	<input type="text"/>	
		<input type="text"/>	
		PIN:	<input type="text"/>
6.	Date of Joining of Government Service	<input type="text"/>	
7.	Age as on Date (yy/mm)	<input type="text"/>	
8.	Category (SC/ST/OBC)	<input type="text"/>	
9.	Whether physically handicapped	<input type="text"/>	
10.	Date of retirement and the post from which retired (enclose copy of retirement order)	<input type="text"/>	
11.	Name of the Ministry/ Department from which retired	<input type="text"/>	
12.	Last Pay Drawn (please enclose copy)	<input type="text"/>	
13.	Education/ Technical Qualification (Please enclose copy of Certificate/ Mark Sheet)	<input type="text"/>	
14.	P.P.O. No (Please enclose copy)	<input type="text"/>	
15.	Details of Computer Knowledge	<input type="text"/>	
16.	Brief particulars of Experience of the last 10 years (assignment-wise). Other relevant experiences may also be provided. [A separate sheet may be annexed]	<input type="text"/>	

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.

Place:  
Date:

Signature  
(Full name of the applicant)