

**F.No. 65-06/2017-BD Directorate  
Department of Posts  
Business Development Directorate  
5<sup>th</sup> Floor Dak Bhawan New Delhi-110001**

**Dated 22.05.2020**

**Advertisement for engagement of Consultant**

Applications in the prescribed proforma (as per Annexure-I) are invited from eligible candidates for engagement of consultant in the BD Directorate, New Delhi as per details given below:

1	Name of the Post	Consultant in BD Directorate, Dak Bhawan, New Delhi
2	Period of Consultancy	Initially 01(one) year. The contract/engagement can be extended further depending on assessment of performance and mutual willingness. The contract/engagement can be terminated by either side at any time, by giving one month's notice.
3	Nature of Duties	Co-ordination and liaising with other Ministries, Depts, various customers, various stake holders etc. for promotion of products being handled by the BD Directorate. Any other specific task given by the BD Directorate.
4	Job Location	BD Directorate, Dak Bhawan, New Delhi
5	Qualifications/ Essential Criteria	Retired Govt. servant, drawing pay in Pay Matrix 6 to 7 at the time of retirement.
6	Desirable Criteria	Officers with working experience in DOP will be given preference.
7	Remuneration per month	The maximum amount of monthly consolidated fee and local conveyance payable as per para 03 of DoP OM No 31-2/2019-PE-II dated 05.09.2019.
8	How to apply	Willing and interested retired Govt. servant may submit application to DGM (BD), BD Directorate, Dak Bhawan, New Delhi-110001 as per the proforma given. The short listed candidates will be called for an interaction in BD Directorate, Dak Bhawan. The date, time and venue for the interaction will be conveyed to the candidate. Candidate will have to make their own arrangements to reach the place of interaction. No TA/ DA will be payable by the Department to attend the interaction session.

The last date for receiving applications is **11.06.2020**. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard.

  
**(Parveen Kumar)  
Dy.General Manager (BD)**

Application for the post of Consultant in Business Development Directorate, 5<sup>th</sup> Floor, Dak Bhawan, New Delhi

Recent  
Passport Size  
Photograph

Sl.N o.	Particulars	To be filled by the applicant																																																																																																				
1.	Full Name (in BLOCK LETTERS)																																																																																																					
2.	Father's/Husband Name																																																																																																					
3.	Date of Birth (dd/mm/yyyy)																																																																																																					
4.	Contact Details	Mobile No. <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> Telephone No. <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																																																																				
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6.	Date of Joining of Government Service																																																																																																					
7.	Age as on date (yy/mm)																																																																																																					
8.	Category (SC/ST/OBC)																																																																																																					
9.	Whether physically handicapped																																																																																																					
10.	Date of retirement and the post from which retired (enclose copy of retirement order)																																																																																																					
11.	Name of the Ministry/Department/State Government/PSU from which retired																																																																																																					
12.	Last pay drawn (please enclose copy)																																																																																																					
13.	Education/Technical Qualification (Please enclose copy of Certificate/Mark Sheet)																																																																																																					
14.	P.P.O No. (Please enclose copy)																																																																																																					
15.	Details of Computer Knowledge																																																																																																					
16.	Brief particulars of Experience of the last 10 years (assignment wise). Other relevant experiences may be provided. (A separate sheet may be annexed)																																																																																																					

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 Business Development Directorate. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Signature

Place;

Date;

(Full name of the applicant)