

**C I R C U L A R**


Subject: **Preparation of panel of consultant for engagement on contract basis in the Ministry of MSME - reg.**

The Ministry of Micro, Small & Medium Enterprises, proposes to engage One Consultant on contract basis from amongst retired Government officers at the level of Under Secretary. The period of engagement, qualification and experience details for the proposed engagement are as under:

Period of Engagement	For one year
Age Limit	Not more than 64 years
Educational Qualification	Graduate in any discipline
Experience	Retired government servants at the level of Under Secretary having experience in: (i) Handling HR/Administration matters like amendment of Recruitment Rules, Revival of Posts, Amendments in ACT/Rules/Bye-laws etc. (ii) Working knowledge of computer (iii) Good communication and interpersonal skills
Remuneration	Will be fixed as per the instructions of Department of Expenditure, GOI vide Department of Expenditure F. No.3-25/2020-E.III-A dated 09.12.2020  The present engagement is purely on contract basis and shall not be considered as a case of re-employment
Place of Work	Ministry of Micro, Small and Medium Enterprises, Udyog Bhavan, New Delhi

4. The Ministry of MSME reserves the right to either accept or reject the application based on the selection criteria for such engagements.

5. Interested retired Government Officers persons who will be in a position to join immediately on call may submit their particulars in the enclosed format along with the relevant documents to the Under Secretary, HR Section, Room No. 429 C, Udyog Bhavan, New Delhi within one month from the date of publishing of this circular. The same can also be sent through e.mail ID i.e. [hrsect-msme@gov.in](mailto:hrsect-msme@gov.in) followed by hard copy within the stipulated time.

  
(C. V. Sarada)  
Deputy Secretary to the Govt. of India  
Tel. No. 23063290

To

1. All Ministries/Departments of Govt. of India.
2. DoPT for wider publicity
3. Website and Notice Board of MoMSME.

**Application Proforma for the Post of Consultant in the M/o MSME**

1. Name :

Please affix Photograph

2. Date of Birth:

3. Gender:

4. Details of Educational Qualifications:

*(Please enclose self-attested photocopies of educational qualifications)*

Examination Passed	Board/University/Institution	Subject Discipline	Year of Passing	Percentage of Marks

5. Mobile Number/Email ID:

6. Details of Employment in chronological order, if applicable:

*(Please enclose self-attested photocopies of experience certificate and PPO)*

Department/Institution /Organisation	Post Held	From	To	Emoluments	Nature of duties performed

7. Additional Information (if any) in support of work experience/employment:

8. Details of previous consultancy, if any:

9. Additional Information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.

(Signature)

Address :

Date: