

No. A-12024/1/2024-HR
Government of India
Ministry of Micro, Small & Medium Enterprises
HR Section

Udyog Bhavan, New Delhi.
Dated the, 12th July, 2024

C I R C U L A R

Subject: Preparation of panel of consultants for engagement on contract basis in the Legal Cell and Budget Section of M/o MSME - reg.

The Ministry of Micro, Small & Medium Enterprises, proposes to engage two Consultants i.e, Consultants (Legal) and Consultant (Budget), on contract basis from amongst retired Government officers at the level of Under Secretary/Deputy Secretary. The period of engagement, qualification and experience details for the proposed engagement are as under:

Period of Engagement	Initially for one year extendable further on year to year basis
Age Limit	Not more than 64 years
Educational Qualification	Consultant (Legal) LLB from a recognized University
	Consultant (Budget) Graduate in any discipline from a recognized University
Experience	Consultant (Legal) i. 5 years of experience of handling court cases related to service matters in any Central or State Government Ministry / Department /PSU. ii. Well conversant with the knowledge of working on a computer iii. Good communication and interpersonal skills. Desirable : Conversant and have knowledge of arbitration related to MSME. Consultant (Budget) At least 05 years' experience of handling accounts and budget related work including preparation of RE/BE.
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

Cond/-2

n. Rajadany 12/7/2024

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 followed by hard copy within the stipulated time.

N. Raja Swamy 12/7/2024

(N Raja Swamy)

Under Secretary to the Govt. of India

Tel. No. 23063292

To

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

Annexure-II

Application Proforma for the Post of Legal 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)

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: