

No. A-12024/1/2020-HR
Government of India
भारत सरकार
Ministry of Micro, Small & Medium Enterprises
सूक्ष्म, लघु और माध्यम उद्यम मंत्रालय
HR Section/एच आर अनुभाग

Udyog Bhavan, New Delhi.
Dated: 24th December, 2024

C I R C U L A R

Subject: Preparation of panel of consultants for engagement on contract basis.

The undersigned is directed to say that Ministry of Micro, Small & Medium Enterprises, proposes a panel of Consultants for engagement on contract basis at the level of Section Officer/Assistant Section Officer from amongst Group 'B' retired Government employees. The short listed candidates will be considered for engagement as Consultants on contract basis, per the requirement of the Ministry. The details of engagement are as follows:

1.	Number of Consultants to be engaged on contract basis	Three
2.	Period of engagement	Initially for a period of one year. The performance during this period would be reviewed and based on performance, engagement may be extended for a further period. The review of contract will be done on year to year basis.
3.	Age limit	Should not be more than 65 years of age.
4.	Remuneration payable	<ul style="list-style-type: none">A fixed monthly amount shall be admissible, arrived by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for term of the contract.They shall be eligible for drawl of Transport allowance as per rules.They shall continue to draw pension and DA, if any, during the period of their engagement as Consultant. Their engagement as Consultant shall not be considered as a case of re-employment.
5.	Place of work	Ministry of Micro, Small & Medium Enterprises, Udyog Bhavan, New Delhi.
6.	Experience	Well versed with the administrative office work viz. pay fixations, increments, leave rules, pension cases, office procedure etc. Should have working knowledge of computer and e office.
7.	Termination of contract	The contract can be terminated by either side by giving notice of one month's time.

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2. The engagement of Consultants on contract basis will be subject to the guidelines issued by DOPT in the matter from time to time.
3. The selected person should be available on his mobile/telephone and email at all times on engagement in the Ministry. He/she may be required to attend office on Saturday/Sundays and other holidays, if necessary.
4. Interested retired persons who will be in a position to join immediately may **submit their particulars in the prescribed format along with the relevant documents** to the HR Section, Room No. 429 C, Udyog Bhavan, New Delhi at email: hrsect-msme@gov.in. **by 15th January, 2025.**

N. Raja Swamy 24/12/2024
(N. Raja Swamy)

Under Secretary to the Govt. of India
Tel. No. 23063293.

To

All Ministries/Departments of Govt. of India.

PROFORMA

(Application for engagement of Consultant in the Ministry of MSME)

1.	Name in full (in Block Letters)				
2.	Mother's/Father's/Husband's Name				
3.	Educational Qualification				
4.	Date of Birth				
5.	Date of superannuation from Govt. service				
6.	PPO No. (enclose copy)				
7.	Aadhaar No.				
8.	Complete residential address				
9.	Mobile No. and e.mail ID				
10.	Additional relevant information, if any, in support of your suitability for the said engagement.				
11.	Post held since entry into the Govt. Service				
S.No.	Designation & Place of posting including name of Ministry/Deptt.	Scale of pay	From	To	Nature of work performed

The information furnished above is true. I have carefully read the terms and conditions mentioned in the Circular and they are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

Date:

Signature of Applicant

Place:

Date: