

No. A-12024/1/2023-HR
Government of India
Ministry of Micro, Small & Medium Enterprises
HR Section

Udyog Bhavan, New Delhi.
Dated the 08 March, 2024

C I R C U L A R


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

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

1. Number of Consultants to be engaged on contract basis	1(one)
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 regularized 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">• Last Pay Drawn (Basic Pay) – Basic Pension+Transport Allowance(Applicable at the time of retirement)• 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 conversant with the knowledge of computer applications, have good

		communication and interpersonal skills, knowledge of stenography in English/Hindi and should be well conversant with noting/drafting and office procedure
7.	Termination of agreement	The Ministry may terminate the services of Consultant in case his/her services are not satisfactory or he/she is lacking in honesty and integrity.
8.	Notice period for relieving	The contract can be terminated by either side by giving notice of one month's time.

2. The engagement of Consultants on contract basis will be subject to the guidelines for engaging consultants in the Ministry.
3. The selected person should be available on his mobile/telephone and email at all times on engagement in the Ministry. He may be required to attend office on Saturday/Sundays and other holidays, if necessary.
4. The Ministry of MSME reserves the right to accept or reject in part or in full, all the responses without assigning any reasons whatsoever.
5. Interested retired persons who will be in a position to join immediately on call 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 **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)
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: