

No. NA-710/7/2018-NA
Government of India
Ministry of Coal
Nominated Authority

Room No. 120F, 1st Floor,
Shastri Bhawan, New Delhi-110001
Dated: 10th June, 2024

CIRCULAR

Subject: Engagement of retired Government employees as consultants (at PPS level) in the Nominated Authority, Ministry of Coal - regarding.

The Nominated Authority, Ministry of Coal invites applications from willing and eligible retired government employees for their engagement as consultants on contractual basis against the following posts:


Sl. No.	Name of Post	Number of Consultants to be engaged
1	PPS	1

2. The engagement shall be initially for a period of One year, which may be extended as per the requirement and satisfactory performance of the Consultant for the further period of 1 Year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation.
3. The terms & conditions for engagement of such consultants viz. remuneration, Eligibility, Leave, working hours etc. shall be regulated by the Department of Expenditure's O.M. No. 3-25/2020-E.IIIA dated 09.12.2020. The detailed Terms and Conditions of the engagement are mentioned in Annexure-I.
4. The Nominated Authority, Ministry of Coal reserves the right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever.
5. The retired government servant engaged as consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Consultant. The engagement as Consultant shall not be considered as a case of re-employment.
6. The interested persons must submit their application in the prescribed format (Annexure-II) as enclosed herewith to:-

Under Secretary (Nominated Authority), Room No. 120F, 1st Floor, Shastri Bhawan, New Delhi

The same can also be sent through e-mail ID of Nominated Authority, Ministry of Coal (nomauthority.moc@nic.in) followed by hard copy within the stipulated time.

7. The last date for receipt of applications, in the prescribed format is 10/7/2024 up to 05:00 PM. Applications received after due date/time and without supporting documents will not be considered.



(Alok Verma)

Under Secretary to the Government of India

To,

1. Senior (TD) NIC Cell: for uploading to MoC Website
2. Persinfotech Division National Informatics Centre, DoP&T, North Block, New Delhi for uploading on its website for wide publicity. Email:- persinfotech@nic.in
3. Department of Personnel & Training [CS-II Division], Khan Market, New Delhi for uploading on its website for wide publicity. Email: diradmin@nic.in
4. All Ministries/Departments of Government of India.

Terms and Conditions

1. Eligibility:
 - 1.1 The applicant should not have attained the age of 63 on the closing date of applications and should be in good health for discharging his/her official duties effectively.
 - 1.2 The applicant should have fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.
 - 1.3 For PPS:
 - The applicant should have retired from the post of PPS/ Sr.PPS/ PSO from Central Government Ministries/Departments.
 - The applicant should have good communication and interpersonal skills, knowledge of Stenography in Hindi and should be well conversant with noting/drafting.
 - Applicant having experience in Ministries related to energy sector will be given preference.
 - 1.4 The applicant should have expertise in office procedure, etc.
2. Engagement:
 - 2.1 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry.
3. Working Hours and Leave:
 - 3.1 The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work.
 - 3.2 They shall mark their attendance in AEBAS mandatorily and failing which may result in deduction of remuneration.
 - 3.3 Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a Calendar year may not be allowed.
4. Remuneration & Tax Deduction at Source:
 - 4.1 The consultant shall be paid a fixed monthly amount calculated as under:

A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase during the contract period.

4.2 The Income Tax or any other tax will be deducted at source as per Government Instructions.

5. Confidentiality of data and documents:

5.1 The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Ministry/organization shall remain with the Ministry.

5.2 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for the Ministry without the express written consent of the Ministry.

5.3 The Consultant would be required to sign a non-disclosure undertaking as per

6. Conflict of Interest

6.1 The Consultant shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Ministry nor will he indulge in any activity outside the terms of the contractual assignment.

6.2 The Consultant shall not claim any benefit/ compensation/ absorption/ regularization of service with this Ministry.

7 Termination of Agreement:

The Ministry may terminate the contract to which these terms apply, if :

- (i) The Consultant is unable to address the assigned work.
- (ii) Quality of the assigned work is not to the satisfaction of the Controlling Office, Competent Authority in the Ministry.
- (iii) The consultant is found lacking in honesty and integrity.
- (iv) The Competent Authority in the Ministry may also terminate the contract at any time without giving any notice and also without assigning any reason.

ANNEXURE-II

Application for engagement as Consultant on contract basis in Nominated Authority,
Ministry of Coal w.r.t the Circular No. _____ dated _____.

Name	
Mother's/Father's/Husband's Name	
Date of birth	
Address for Correspondence	
Permanent Address	
Contact No./Mob. No	
Email ID	
Educational/ Technical Qualification (s)	
Details of Experience to be attached in proforma appended as "APPENDIX"	
Post held on retirement	
Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO	
Pay Drawn at the time of retirement	
Monthly Basic Pension Amount	
Special Achievement (if any) along with supporting documents.	
Any other relevant information (use a separate sheet, if necessary)	

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

Date:

Signature of Applicant

APPENDIX

Details of experience

Period	Name of Office/Organization	Post held and Remuneration (Pay Band with Grade Pay/ Level Matrix, if applicable)	Description of duties performed

Name/Signature: - _____

NON-DISCLOSURE UNDERTAKING

To,

The Under Secretary
Nominated Authority
Room No. 120F, 1st Floor,
Shastri Bhawan, New Delhi 110001

Sir,

I hereby undertake.

- to treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
 - not to sell, trade, publish or otherwise disclose to anyone in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
 - to hold such confidential information in trust and confidence both during and after the terms of my engagement.
 - not to engage in any other employment/occupation/consultancy or any other activity during my engagement with the Nominated Authority, Ministry of Coal which would otherwise conflict with my obligations towards Nominated Authority, Ministry of Coal.
 - to abide by data security policy and related guidelines issued by Nominated Authority, Ministry of Coal.
 - not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
 - to maintain highest standards of ethics & integrity during the period of engagement as Consultant.
2. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to the Nominated Authority any records/material, equipment, documents or data which is of confidential nature.
3. I shall keep the Nominated Authority, Ministry of Coal informed of any change in my address or contact details during the period of my engagement.
4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
5. For the purpose of this undertaking, Confidential Information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature)

Name: _____

Address & No. _____