

No. A- 12024/2/2017-A (P&T)
Government of India
Office of Development Commissioner (MSME)
Ministry of Micro Small and Medium Enterprises
Admin Section

'A' Wing 7th Floor, Nirman Bhawan,
New Delhi, Dated the 28th February, 2018

CIRCULAR

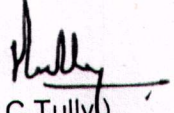
Subject: Engagement of retired Government servants of CSS as consultant on contract basic.

The O/o DC (MSME) invites applications from retired Government servants of the level of Assistant Section Officer/ Section Officer/Under Secretary/ Deputy Secretary for engagement as consultants, for rendering assistance in handling establishment and Administration matters.

2. Consultants would be required to assist Admn. Section of this Office mainly in Preparation of requisition/proposal for filling up vacancies through direct recruitment/ promotion, pay fixation matters, grant of financial Upgradation under MACP scheme, fixation of seniority, probation clearance/ confirmation, dealing with court cases, and other administrative matters.

4. Place of work of consultants will be O/o DC (MSME), 'A' Wing, 7th Floor, Nirman Bhawan, New Delhi. The consultancy fee/ remuneration would be determined in terms of the extant instructions of DOPT on the subject.

5. Willing retired officers, who are in a position to join immediately, may submit their particulars in the enclosed format along with a copy of their PPO and other relevant documents to the Admn. Section of this Office, Room No. 707A, Nirman Bhawan, New Delhi within 15 days of the date of issue of this circular. Applications can be emailed also at roberttully.edu@nic.in.


(R.C.Tully)
Director(Admn.)
Tele: 23062992

Copy to:

- 1) CS Division, DoPT, Lok Nayak Bhawan, New Delhi-110003 with a request to upload this circular on their website for wider publicity.
- 2) SENET Division, O/o DC(MSME) with a request to upload a copy of this circular on website.

Application for the post of consultant on contract basis in the
O/o DC (MSME)

1. Name in full (In Block letters) :
2. Father's/Husband's Name :
3. Nationality
4. Sex
5. Date of Birth
6. Age as on 01.01.2018
7. Present Address

Tel. :
Mobile :
e-mail :

8. Permanent Address :

9. Educational and Technical qualifications:

| Exam passed | Name of the University | Years Passing | of Subjects | Division | Percentage of Marks obtained |
|-------------|------------------------|---------------|-------------|----------|------------------------------|
| | | | | | |

10. Experience details in establishment matters:

| Ministry/Department/Office/ Organization | Name of post | Pay Scale/ Salary | Period | | Nature of Duties |
|---|--------------|----------------------|--------|----|---------------------|
| | | | From | To | |
| | | | | | |

11. References of two superior officers under whom the applicant has worked on establishment related assignments.

| Particulars | Reference 1 | Reference 2 |
|---------------------|-------------|-------------|
| Name | | |
| Designation | | |
| Ministry/Department | | |
| e-mail ID | | |
| Contract Number | | |

DECLARATION

I solemnly declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete OR ineligibility being detected at any time before OR after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the O/o DC (MSME).

Signature
(Full name of the applicant)

Place:

Date: