

No. A-41020/1/2016-Admn.I
Union Public Service Commission
(Administration-I Section)
Dholpur House, Shahjahan Road,
New Delhi - 110069.

Dated: 23/03/2016

Circular

Subject: - Engagement of Retired Government Servants from Central/ State Govt. or Autonomous bodies on short term contract basis in the office of Union Public Service Commission- reg.

Union Public Service Commission invites applications from the Govt. servant's from Central/ State Govt./ Autonomous bodies, who have retired or will retire by 30.6.2016, from the grades of Section Officer, Assistants, PS/PA, Account Officer & Junior Accounts Officer, for preparation of panel for engagement as Consultant in the Office of UPSC in the following grades:

S.No	Name of the post	No of incumbents proposed to be empanelled	Age Limit (as on the last date of receipt of applications)	Remuneration Per month
1.	Consultant(SO)	15	Should not have attained the age of 65 years	Rs. 25000
2.	Consultant (AO)	01	Should not have attained the age of 65 years	Rs. 25000
3.	Consultant(PS/PA)	11	Should not have attained the age of 65 years	Rs. 25000
4.	Consultant(JAO)	02	Should not have attained the age of 65 years	Rs. 22000
5.	Consultant(Asst)	17	Should not have attained the age of 65 years	Rs. 22000

2. The details including eligibility criteria, term of reference etc. of the above appointment are available on the website of the Commission i.e. www.upsc.gov.in.

3. Interested candidates, who fulfill the eligibility criteria, may submit their application in the prescribed proforma in sealed cover super-scribed "Selection for the post of Assistant/PA/Accounts Officer/Assistant Account Officer/ Jr. A.O on contract basis in UPSC" which should reach this office within 10 working days from date of notification, at the following address:-

Suresh Kumar Nayak
Under Secretary (Admn),
R.No. 216/AB, Union Public Service Commission,
Dholpur House, Shahjahan Road,
New Delhi – 110069.

(Suresh Kumar Nayak)
Under Secretary UPSC(Admn)
Tel. No. 23381665

Proforma

Application for engagement of Consultant in the office of UPSC

1	Name in full (Block letter)					
2	Educational qualification					
3	Date of birth					
4	Date of superannuation from Govt. service					
5	PPO No. (Enclose Xerox Copy)					
6	Complete residential address with phone number/mobile no.					
7	Office address at the time of retirement					
8	E-mail I.D					
9	Brief particulars of experience in Govt. service during last five years, just before retirement	Post held	From	To	PB/GP	Area of Experience
10	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.					

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the term & conditions for engagement of Consultants.

(Signature of the Candidate)

Place:

Date:

ELIGIBILITY CRITERIA

The Consultant proposed for engagement shall be well acquainted with the functioning of Central Government Ministries/Departments. Persons retired only from the posts as mentioned in Col.3 below, from Central Government/ State Govt Ministries/ Departments, need to apply.

Name of Post	No. of persons likely to be empanelled	Eligibility Criteria & Experience	Desirable	Remuneration Per Month
1	2	3	4	5
1. Consultant (SO)	15	<p>a. Should have retired from not below the rank of Section Officer i.e not below the post carrying GP of Rs 4800/- in PB-2 on regular basis</p> <p>b. Must have at least 2 years experience of working as S.O</p>	Having working knowledge of computer or application of computer in the day to day functioning of office.	Rs. 25000/-
2. Consultant (AO)	01	<p>a. Should have retired from not below the rank of Accounts Officer from any organized/ un-organized Accounts Cadre or Assistant Accounts Officer from any organized/ un-organized Accounts Cadre i.e not below the post carrying GP of Rs 4800/- in PB-2 on regular basis</p> <p>b. Must have at least 2 years experience of working in finance, accounts & Budget work under Central Govt./State Govt/Autonomous bodies</p>	Having working knowledge of computer or application of computer in the day to day functioning of office.	Rs. 25000/-
3. Consultant (PS/PA)	11	<p>a. Should have retired from not below the rank of Personal Assistant i.e not below the post carrying GP of Rs 4600/- in PB-2 on regular basis</p> <p>b. Proficiency in typing on computer in English or in Hindi</p>	Having working knowledge of computer or application of computer in the day to day functioning of office.	Rs. 25000/-

<p>4. Consultant (JAO)</p>	<p>02</p>	<p>a. Should have retired from not below the rank of Junior Accounts Officer from any organized/ un- organized Accounts Cadre or Senior Accountant from any organized/un- organized Accounts Cadre i.e not below the post carrying GP of Rs 4200/- in PB-2 on regular basis</p> <p>b. Must have at least 2 years experience of working in finance, accounts & Budget work under Central Govt. /State Govt/Autonomous bodies</p>	<p>Having working knowledge of computer or application of computer in the day to day functioning of office.</p>	<p>Rs. 22000/-</p>
<p>5. Consultant (Asst)</p>	<p>17</p>	<p>a. Should have retired from not below the rank of Assistant i.e not below the post carrying GP of Rs 4600/- in PB-2 on regular basis</p> <p>b. Must have at least 2 years experience in processing cases on Establishment related work and other policy matters work under Cental Govt./State Govt./Autonomous bodies</p>	<p>a. Having working knowledge of computer or application of computer in the day to day functioning of office.</p> <p>b. Proficiency in typing on computer in English or in Hindi</p>	<p>Rs. 22000/-</p>

Terms & Conditions

1. Period of engagement

The engagement shall be initially for a period of six months or till further orders whichever is earlier. The tenure of short term contract can be extended depending upon the performance of the Consultant or functional requirement of the Department with the approval of the Competent Authority.

2. Selection Procedure

The engagement will be purely on short term contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Consultants will be selected from shortlisted candidates.

3. Remuneration

As stated in column 5 of the eligibility criteria.

4. Scope of Duties

During the period of such engagement, the Consultants would be required to perform any work as assigned to them by the concerned Branch Heads in the Commission in which they would be posted to work as Consultant.

5. Leave

The Consultant would not be entitled to any kind of regular leave. However, they would be entitled to Casual Leave of 8 days in a calendar year, to be calculated on pro-rata basis.

6. TA/DA

No TA/DA is admissible for joining the assignment or on its completion. Should they be required to travel outside Delhi in connection with the work of the Commission during the period of their appointment, they will be entitled to draw TA/DA as per normal rules as applicable to any serving Officer of an equivalent rank in UPSC.

7. Office time and working hours

Engagement of Consultants would be on full time basis. Working hours shall be from 9.30 AM to 6.00 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The Consultants may be called on Saturday/Sunday/other Gazetted holidays, if required.

8. Tax deduction at Source

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

9. **Confidentiality of data and documents**

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. 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 this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

10. **Conflict of interest**

The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office.

11. **Termination of service**

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 15 days. In case, a Consultant desires to leave the assignment, he/she is to give 15 day's notice which can be curtailed/extended depending upon the workload.

12. **Guidelines for the submission of the application**

The duly completed application in prescribed proforma should be submitted so as to reach the office within 10 working days from date of notification. Any application received after the above date will not be entertained. The application should be submitted with the following documents:-

- a) Copy of retirement notification
- b) Copy of PPO
- c) Certificate in support of education qualification