

F. No. A-41011/4/2015-Estt.
Government of India
Ministry of Chemicals & Fertilizers
Department of Pharmaceuticals

Shastri Bhawan, New Delhi
Dated _____, 2015

OFFICE MEMORANDUM

Subject:- Engagement of consultants in the Department of Pharmaceuticals-regarding.

It is proposed to engage two retired Government servants (Director/Deputy Secretary) to work as full time Consultant with the following terms and conditions:-

- i. Must have retired from Central Government service at the level Director/Deputy Secretary.
- ii. The consultants proposed for engagement should be well acquainted with the functioning of Central Government Ministries/Departments.
- iii. The work profile and responsibility would be equivalent to that of a Director/Deputy Secretary Officer in Central Government.
- iv. The engagement shall be initially for a period of one year, or whenever regular incumbent are available whichever is earlier.
- v. The total working hours will be 42.5 hours in week. However, in exigencies of work, he/she may be required to sit late and he may called on Saturday/Sunday and other Gazetted holidays.
- vi. Consultants shall be eligible for 08 days leave during the period of one year. However, unavailed leave cannot be encashed/carry forward, in case of extension beyond one year.
- vii. The engagement may be terminated at any time by the Government without assigning any reason by giving a notice of fifteen days.
- viii. The consolidated consultancy fee would be Rs. 50,000/- (Rupees Fifty Thousand only) per month. No other allowances admissible.

3. The persons who fulfill the eligibility criteria and are willing to offer their services as Consultant, may submit their applications in the prescribed proforma as in Annexure-I latest by 25th July, 2015 to Section Officer (Estt.), Department of Pharmaceuticals, Garage No.32, 'A' Wing, Shastri Bhawan, New Delhi-110001.

4. It is requested that Ministries/Department may give this circular a wide publicity among their staff and may bring it to the notice of their subordinate/Attached offices.

(S.R. Meena)

Under Secretary to the Govt. of India

To

All Ministries/Departments of the Government of India

Copy to: NIC, D/o Pharmaceuticals, for uploading this OM the website.

PROFORMA

Engagement of Consultant in Department of Pharmaceuticals, Shastri Bhawan,
New Delhi-110001.

1.	Name						
2.	Date of Birth						
3.	Contact Number (Mobile)						
4.	Address for communication						
5.	Date of Joining Government Service						
6.	Date of retirement						
7.	Name of the Ministry/Department from which retired						
8.	Last Pay drawn (Pay in Pay band & Grade Pay)						
9.	Educational Qualification						
10.	Details of Knowledge in Computer						
11.	Brief particulars of Experience in the grade of Assistant and above		<table border="1"> <tr> <td>Ministry/Department</td> <td>Subject handled</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Ministry/Department	Subject handled		
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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.

(Signature of the Applicant)

