

No. 12024/2/2022-Estt
Government of India
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi- 01

Date: 24.11.2023

CIRCULAR

Subject: Engagement of retired Government servant as consultant in the Ministry of Tribal Affairs reg.

Ministry of Tribal Affairs invites application from retired Government officers, who retired at the level of Deputy Secretary/ Under Secretary or equivalent from Ministries/Departments of Government of India for engagement as Consultant in STC Division of this Ministry. The details of engagement are as under:-

1.	Designation	Consultant
2.	Period of engagement	One year
3.	No. of Personnel required	One(1)
4.	Place of posting	STC Division, Ministry of Tribal Affairs, New Delhi
5.	Remuneration per month	Basis Pay at the time of retirement minus Basic pension + Transport Allowance.
6.	Age Limit	Not beyond 63 years
7.	Education Qualification	Graduation from a recognized university
8.	Eligibility	Retired Government Officer at the Level of Deputy Secretary/Under Secretary or equivalent from Ministries/Departments of Government of India He/she should be well conversant in noting, drafting, MS office, MS Excel, power point and working in E-office, etc.
9.	Desirability	<ul style="list-style-type: none">• well conversant in noting, drafting, MS office, MS Excel, power point and working in E-office, etc.• Working knowledge in any database management system such as R, SPSS, Python, or any other RDBMS.
10.	Scope of work	<ul style="list-style-type: none">• Analysis of data, action plan.

		<ul style="list-style-type: none"> • Identification of gaps in various sectors for integrated Socio Economic development of Scheduled Tribes. • Coordinating with Ministries/Departments having Development Action Plan for Scheduled Tribes(DAPST), attending meetings. • Monitoring of physical and financial progress under DAPST through portal, review meetings. • Preparation of agenda notes, brief, materials for meetings, preparation of Reports , etc. • Secretarial work. • Any other work as may be assigned from time to time.
11	Closing date for submission of applications	Application in the prescribed proforma along with education qualification documents may be submitted by 9.12.2023
12	Application to be forwarded to	Section Officer (Establishment) Ministry of Tribal Affairs Room No 400 C, C-Wing, Shastri Bhawan, New Delhi Email: mk.yadav88@gov.in,

2. The above said engagement is purely on temporary and on contract basis. The selected candidate will not have any right to seek regularization in any post in this Ministry. Further the selected person will be governed by the provisions contained in the guidelines for engagement of Consultants in this Ministry as amended from time to time.



(M.K. Yadav)

Section Officer (Estt)

Tel: 011-23389881

To

1. All Ministries and Departments of the Govt. of India with the request to give wide publicity to the circular among the concerned.
2. The Under Secretary, CS-I Division, Department of Personnel & Training, Khan Market, New Delhi with request to upload DoPT's website.
3. NIC for publishing the vacancy in the Ministry's website.
4. Director(Stats) for information
5. E-office Notice Board/ Guard File

PROFORMA

Application for appointment of Consultant in STC Division of Ministry of Tribal Affairs

1.	Name in full (Block Letters)				
2.	Date of Birth				
3.	Date of Superannuation from Govt. Service				
4.	Educational Qualifications				
5.	Complete Residential Address				
6.	Telephone/Mobile No.				
7.	E-mail ID				
8.	Position held at the time of retirement				
9.	Last pay drawn (Copies of LPC and PPO should be enclosed in case of retired Govt. servants)				
10.	Pension drawn (in case of retired Govt. servants)				
S.No.	Organisation where served and designation	Scale of Pay & Pay	From	To	Nature of work performed

11. Additional relevant information, if any, in support of your suitability for the said engagement. Attach a **separate sheet, if necessary.**

Declaration

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. No disciplinary or judiciary action is pending against me as on date.

Name & Signature of the applicant:

Place:

Date: