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Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD & GR  
Central Water Commission  
(Establishment-VII Section)

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Sewa Bhawan, R.K. Puram,  
New Delhi – 110066.

Dated: February, 2023.

**OFFICE MEMORANDUM**

**Subject:- Engagement of 33 Consultants from among UDC/Assistant/ Assistant Section Officer(ASO)/SOs who retired from Central Government, in the field offices of Central Water Commission located all over India-reg.**

The Central Water Commission invites applications from retired Upper Division Clerk(UDC), Assistant, Assistant Section Officer(ASO), Section Officers well-versed with Establishment/Administration Rules and procedures with working knowledge of e-office, PFMS, e-HRM, SPARROW, accounts matters, Hospitality and procurement of goods and services through GeM, RTI matters, Parliament Questions etc. for engagement as Consultant on contract basis initially for a period of one year which may be extended depending on the requirement.

2. The details of job locations of the Consultants who retired as UDC/Assistant/ASO/SO from Central Government offices are given as under:-

Sl. No.	Organization Name	UDC Proposed	Assistant/ASO Proposed
1.	Under the Offices of BBO, CWC, Guwahati	01	01
2.	Under the Offices of BOBO, CWC, Shillong	01	02
3.	Under the Offices of C&SRO, CWC, Coimbatore	01	03
4.	Under the Offices of KGBO, CWC, Hyderabad	00	03
5.	Under the Offices of IBO, CWC, Chandigarh	01	01
6.	Under the Offices of NWA, CWC, Pune	00	02
7.	Under the Offices of UGBO, CWC, Lucknow	00	01
8.	Under the Offices of M&ERO, CWC, Bhubaneswar	00	01
9.	Under the Offices of MCO, CWC,	00	02

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	Nagpur		
10.	Under the Offices of MSO, CWC, Bangaluru	00	01
11.	Under the Offices of NBO, CWC, Bhopal	01	01
12.	Under the Offices of MTBO, CWC, Gandhinagar	01	02
13.	Under the Offices of YBO, CWC, New Delhi	01	01
14.	CWC (Head Quarter), SewaBhawan, New Delhi.	00	05
<b>Sub Total</b>		<b>7</b>	<b>26</b>
<b>Total</b>		<b>33</b>	

**Note: Posting at choice place of retired Govt. servant as Consultant will be decided on the basis of availability of proposed posts.**

3. The eligibility criteria, terms and conditions and remuneration are as follow:-

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	Number of Consultants to be engaged	33 (07 UDC level & 26 Assistant/ASO)
i.	Eligibility condition	UDC – Officials retired in the Pay Level-4. Assistant/Assistant Section Officer – Officials retired in the Pay Level-6/Level-10
ii.	Scope of Work	All Establishment/Administration Rules and procedures with working knowledge of e-office, PFMS, e-HRMS, SPARROW, accounts matters, Hospitality and procurement of goods and services through GeM, RTI matters, Parliament Questions etc.
iii.	Period of engagement	The initial engagement as consultant shall be for a period of one year, which may be extended, based on requirement of the Offices shown in Para-2 above, performance and health of consultant(s) concerned.
iv.	Remuneration	<p>i. Fixed remuneration as per the directions of Ministry of Finance, DoE's O.M. No. 3-25/2020-E.III.A dated 09.12.2020 – Last pay drawn minus pension plus Transport Allowance admissible at the time of retirement.</p> <p>ii. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of their retirement.</p> <p>iii. No Dearness Allowance is payable.</p> <p>iv. No HRA, Provident Fund, Pensions, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits as available to be regular Government Servant. The amount of remuneration so fixed shall remain unchanged for the terms of contract and there will be no annual increment/ percentage increase during the contract period.</p>
v.	Leave	1.5 days of paid leave for each completed month of service. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken. Accumulation of leave beyond a calendar year is not allowed.
vi.	Working hours	<p>i. Working hours shall be as per Office timing where retired Govt. servant shall be engaged as consultant. No extra compensation shall be paid apart from consolidated remuneration admissible even if a person attends office beyond normal office hours.</p> <p>ii. He/she will be required to work from home in any condition of lockdown/ Govt. Instructions.</p>
vii.	Working experience	i. All Establishment matters like appointment/promotion/pay fixation/MACP, Amendment of Recruitment Rules, Noting Drafting regarding establishment, Medical Bills, Leave Records, All Entries pertain Service Books, Tuition Fee,

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		<p>Hospitality, Telephone and other bills, Correspondence with Ministry and other Departments/UPSC/SSC, e-office, PFMS, e-HRM, SPARROW, procurement of goods and service through GeM. RTI matters, Parliament Questions, LTC, Preparing of Salary bills, GPF bills, Medical Bills Publications bills, budget allocation etc.</p> <p>ii. Must have good working knowledge of computer (MS Office/ E-Office/Internet/e-mail.)</p>
viii.	General Terms & Conditions	<p>i. The engagement of the consultants shall be purely on contract basis. The engagement shall not be considered as a case of re-employment.</p> <p>ii. Consultants shall not be entitled to any kind of accommodation or allowance facility such as Transport facility, Residential accommodation, personal staff, CGHS and Medical Remuneration.</p> <p>iii. Eligible retired officers should be in good health.</p> <p>iv. The Consultant should maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of Contract, failing which the consultant will be liable for suitable action. For this, he/she is required to give a non-disclosure undertaking.</p> <p>v. The consultant shall have to perform duties/ services as assigned to him/her by the Controlling/Administrative Authority by employing necessary skills, diligence, efficiency and economy.</p> <p>vi. The consultant shall not be entitled to any TA/DA for joining the appointment.</p> <p>vii. Engagement may be terminated at any time by the competent authority without assigning any reason or notice. He/she may resign as Consultant after giving 15 days' notice in advance or consultancy fee in lieu thereof.</p> <p>viii. Consultancy will be on whole time basis and during the period of Consultancy he/she will not take up any outside assignment from any private or public organisation.</p> <p>ix. He/she will not act in any manner that will be detrimental to either the activities or reputation of the Commission or the Government of India.</p> <p>x. He/she will not reveal or share with any third party any confidential information related to the Commission/Govt that he/she happens to come by during his engagement</p>

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		as Consultant.
ix.	Last date for receipt of application	Interested and eligible candidates may submit their application within 15 days of publications of this advertisement in the Employment News.

4. The persons who fulfill the eligibility criteria as mentioned above and willing to work as consultant on the terms and conditions mentioned above, must submit their application, in the prescribed format enclosed as Annexure-I, to reach physically within 15 days of publication of this advertisement in the Employment News. The applications may be sent to Under Secretary, Establishment-VII, 3<sup>rd</sup> Floor (South), Sewa Bhawan, R.K. Puram, New Delhi-110066 or e-mail at Estt7@nic.in.

5. Further, for selection purpose, decision of the Consultancy Evaluation Committee (CEC) will be final and binding on all candidates. Applications received with incomplete information or received beyond the closing date/ time will not be considered and summarily rejected without any further communication.

(Umesh Kumar Pali)  
Under Secretary (Estt.VII)  
☎: 011 – 29583317.

Signed by Umesh Kumar  
Pali  
Date: 08-02-2023 11:23:37  
Reason: Approved

**APPLICATION PROFORMA FOR ENGAGEMENT OF RETIRED CENTRAL GOVERNMENT OFFICIALS AS CONSULTANTS IN THE FIELD OFFICES OF CENTRAL WATER COMMISSION**

1.	Name of the applicant			
2.	Father's Name			
3.	Date of Birth & Age			
4.	Contact details with Mobile No.			
5.	Address for communication			
6.	Date of Joining in Govt. service			
7.	Date of retirement			
8.	Designation at the time of retirement			
9.	Name of Department from which retired			
10.	Last Basic Pay drawn and the Pay Level at the time of retirement			
11.	PPO No. (with a copy)			
12.	Work Experience details (A separate sheet may annexed)	Period		Works performed
		From	To	
13.	Choice of Place of Posting, if any			
14.	Additional information, if any			

**Declaration:-**

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge & belief and that I will not withdraw my candidature in the event of my selection.

I understand and agree that in the event of information furnished by me being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection my candidature shall be liable to be rejected and I shall be bound by the decision of Central Water Commission.

I have read this Office Memorandum and ready to accept the general terms and conditions for engagement of Consultants.

Place:

Date:

Signature  
(Full name of the application)