

Email- [dca.giso@nic.in](mailto:dca.giso@nic.in)

Website: [www.giso.gov.in](http://www.giso.gov.in)

Fax No : 033-22437380

**Asst Controller Mob :8920889505**

**Financial officer Mob: 9830671317**



**भारत सरकार लेखन सामग्री कार्यालय, 3 चर्च लेन, कोलकाता -700 001**

**GOVERNMENT OF INDIA STATIONERY OFFICE,3 CHURCH LANE, KOLKATA – 700 001.**

No.: File No.: M-20016/13/2019/Estt-I

Dated: 05 Aug 2021

**VACANCY NOTICE**

Govt. of India Stationery Office, Kolkata (GISO) under the Administrative Control of Ministry of Housing and Urban Affairs require the services of one retired Govt. official at the level of **Under Secretary(GP Rs.6,600/-)** to be engaged as **Consultant-II** in Govt. of India Stationery Office, Kolkata.

2. The details including brief job-description, eligibility criteria, terms of reference is given in **Annexure I** and format of application is given in **Annexure-II** etc. for engaging one number of Consultant are available in the website of GISO ([www.giso.gov.in](http://www.giso.gov.in)); MoHUA([www.mohua.gov.in](http://www.mohua.gov.in)); Directorate of Printing ([www.dop.nic.in](http://www.dop.nic.in)) and Dept. of Publication ([www.deptpub.nic.in](http://www.deptpub.nic.in)).

3. GISO reserves all rights to accept or reject, in part/full, any or all the applications, without assigning any reasons, whatsoever. **Last date for receipt of application is 15 days from the date of issue of this Vacancy Notice published in the newspaper and Employment news.** Applications received incomplete or after the due date, will not be considered.

4. The details of engagement are enclosed herewith. Interested retired Government officials, having good health and willing to work as Consultant in GISO, Kolkata may submit their applications in the enclosed format to the undersigned by e-mail/ post within 15 days from uploading of this vacancy notice at the following address within due date along with copy of PPO, LPC and APARS for the last three years:

**Shri B. Dhar**  
**Asst. Controller of Stationery(Admn.)**  
Govt. of India Stationery Office  
Ministry of Housing and Urban Affairs  
3, Church Lane, Kolkata-700001.  
Email:[dca.giso@nic.in](mailto:dca.giso@nic.in)

**(B. DHAR)**  
**Asst. Controller of Stationery(Admn.)**

**GOVERNMENT OF INDIA STATIONERY OFFICE  
3 CHURCH LANE, KOLKATA-700001.**

**Terms of Reference (TOR) for the post of Consultant-II**

**Post: Consultant-II-01 Post**

**Qualification and Experience**

**Qualifications :** Retired Government officials at the level of Under Secretary in Level 11 of 7<sup>th</sup>CPC or in PB-III with GP Rs.6,600/- as per 6<sup>th</sup>CPC.

**Experience :** Having good working knowledge and experience in Administrative & Establishment/ Procurement procedure/ Financial/ Secretariat Matters, RTI, Court Cases, Parliamentary issues and good working knowledge in operating computer applications etc.

**Age Limit: Maximum of 63 years, as on the last date of application.**

**Duration:** The initial engagement as Consultant would be for a period of one year, which is extendable beyond one year depending upon the requirement of GISO and performance review of the consultant but shall not be extended beyond his / her attaining the age of 65 years. The engagement of Consultants would be on full-time basis and they would not be permitted to take up any other assignment in any organization during their tenure of Consultancy with GISO. The engagement of Consultant would be of a temporary nature and can be terminated without assigning any reason at any time by GISO by giving 15 days' notice in writing with the approval of the Controller of Stationery (CoS). In case a Consultant desires to leave the assignment, he/she is to give one month's notice which can be curtailed depending upon the workload or recommendation of the Controller of Stationery.

**Nature of work to be carried out by Consultant-II:**

- a. Drafting of administrative proposals for approval of Controller of Stationery;
- b. Preparation of monthly/quarterly/periodic reports for submission to the Ministry;
- c. Taking care and timely disposal of Public Grievance/Court/RTI Cases;
- d. Processing the indents received from Indenters on time;
- e. Based on the indents received, anticipating the quantity of stationery and paper made items;
- f. Assisting the officials to finalize the demand in transparent manner in a time bound manner to utilize the funds allocated;
- g. Ensuring timely completion of bidding process on GeM portal safeguarding the interest of GISO, Kolkata, MoHUA.
- h. Timely supply of stationery items to the indenters and keeping account thereof.
- i. Any other work assigned by the Competent Authority.

**Remuneration of Consultants:**

Please refer to the guidelines and other conditions regulating the remuneration of Consultant's vide Dept. of Expenditure, Ministry of Finance O.M. dated 9<sup>th</sup> December, 2020. (Copy enclosed as Annexure-III).

**APPLICATION FORMAT FOR CONSULTANT**

1. Name (in Block Letters) : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Date of Birth & Date of superannuation : \_\_\_\_\_
4. Address for correspondence : \_\_\_\_\_  
: \_\_\_\_\_
5. Telephone/Mobile No. & email ID : \_\_\_\_\_  
: \_\_\_\_\_
6. Last post held prior to superannuation : \_\_\_\_\_
7. Name & address of last Office : \_\_\_\_\_  
: \_\_\_\_\_
8. PPO & LPC No. : \_\_\_\_\_  
(Self-attested copies to be attached) : \_\_\_\_\_
9. Last pay drawn (as per 7th CPC) : \_\_\_\_\_

10. Educational Qualifications:

Sl. No.	Course	Subject	University / Institute	Year of passing	Division / Class

11. Brief particulars of experience in Govt. Service (For the last 10 years) (Attach a separate sheet, if necessary) (Self — attested with signature)

Ministry/Department /Organization	Post held	Period		Nature of work
		From	To	

12. Details of present employment (Wherever applicable).

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

14. Whether belongs to SC / ST / OBC / General Category: \_\_\_\_\_ .

**Contd...**

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of Consultant. I do understand that I will be declared guilty, if I am involved in any type of misconduct.

Signature of candidate: \_\_\_\_\_

Name: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Date: \_\_\_\_\_

F. No. 3-25/2020-E.IIIA  
Government of India  
Ministry of Finance  
Department of Expenditure

Dated the 9th December, 2020

**Office Memorandum**

**Subject: Regulation of Remuneration in case of Contract Appointment of Retired Central Government Employees.**

The undersigned is directed to say that Ministries/Departments appoint retired Central Government employees on contract basis, including as Consultants on contract basis. However, at present there are no uniform guidelines for regulation of remuneration in such cases.

2. The existing instructions of Department of Personnel and Training, as contained in their Central Civil Services (Fixation of Pay of Re-employed Pensioners) Orders, 1986, as amended from time to time, provide for regulation of pay in case of re-employment. However, the instructions of Department of Personnel & Training as contained in their OM No. 26012/6/2002- Estt (A) dated 9.12.2002 provides that re-employment beyond the age of superannuation of 60 years shall not be permissible. Also, as per their OM No. 3(3)/2016-Estt (Pay II) dated 1.5.2017, the pay plus gross pension on re-employment is not to exceed Rs.2,25,000/-, i.e. Pay Level 17 as applicable to an officer of the level of Secretary to the Government of India.

3. Aforementioned instructions of Department of Personnel & Training on pay fixation in case of re-employment apply only to persons appointed on re-employment. These are not applicable to persons employed on contract basis except where the contract provides otherwise. Accordingly, in cases of appointment of retired Central Government employees on contract basis after the age of superannuation at 60 years, the instructions on pay fixation on re-employment will not directly apply.

4. Department of Personnel & Training has also informed that they are in the process of drafting a Note for Committee of Secretaries (CoS) regarding guidelines for engagement of retired Government servants as Consultant in Government Ministries and Department. In view of this, till Department of Personnel and Training finalizes their guidelines, there is a need to regulate remuneration in such cases of contract appointment of retired Central Government employees on a uniform basis. The matter has, therefore, been considered and it has been decided that regulation of remuneration in case of appointment of retired Central Government employees on contract basis, including as consultants, shall be regulated as provided hereinafter.





5. At the outset, such appointments shall not be made as a matter of practice and must be kept at a bare minimum. Such appointments may be made only in the justified exigencies of the official work where public interest is served by appointment of the retired employee. While making such appointments, adequate functional necessity with clear grounds must be placed before the appointing authority.

## 6. Remuneration

6.1 A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period.

### Example

An employee retired in the Pay Level 13 and the pay at the time of retirement was Rs. 1,55,900. Thus, the basic pension will be Rs. 77,950. If the employee is appointed on contract basis, including as Consultant, the remuneration shall be fixed at Rs.77,950 (1,55,900-77950).

6.2 The basic pension to be deducted from the last pay drawn shall be the pension as fixed at the time of retirement and as such, if the employee has availed of the commuted value of pension, the commuted portion of pension shall also be included in the portion of pension to be deducted. Thus, in the above example, if 40% of pension was commuted, the commuted portion shall be Rs. 31,180 (40% of 77,950) and the pension actually drawn shall be Rs. 46,770. However, the amount of pension to be deducted from the last salary shall be Rs 77,950.

6.3 No Increment and Dearness Allowance shall be allowed during the term of the contract.

## 7. Allowances

### 7.1 House Rent Allowances

No HRA shall be admissible.

### 7.2 Transport Allowance

An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.



7.3 **Leave of absence**

Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

8. **Term of Appointment**

8.1 The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation.

8.2 The consultant shall sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.

9. **Exemptions**

**The terms of appointment provided for in these orders shall not apply to cases and to the extent where the Appointments Committee of Cabinet has allowed special terms OR where special provisions have been allowed with the approval of the Department of Personnel & Training OR Department of Expenditure.**

10. These orders shall apply to appointments made in the Central Government and shall be effective from the date of issue of the orders, until further orders or until instructions are issued by DoPT regulating remuneration of retired Government employees on their engagement as consultants. The past cases shall not be reopened in the light of these orders until the normal term of those past cases. Any relaxation of the above will be required to be referred to Department of Expenditure.



(B.K. Manthan)  
Deputy Secretary

To,

All the Ministries and Departments of the Government of India as per the standard list.