

File No. Admn-17011/1/2022-ADMN-CIC

केंद्रीय सूचना आयोग

Central Information Commission

बाबा गंगनाथ मार्ग/Baba Gangnath Marg

मुनिरका/Munirka, नई दिल्ली/ New Delhi – 110067

Date: 17/02/2022

Sub: Engagement of Officers retired from Central Government as Consultant DR/PS/SO/Hindi Translator in Central Information Commission on contract basis.

The Central Information Commission proposes to prepare a panel of Officers for engagement as Consultant (Deputy Registrar), Consultant (PS), Consultant (SO) and Consultant (Hindi Translator) & who have recently retired from Central Government Services and are willing for engagement as Consultant in the Commission.

2. The eligibility for each post is as under:-

S. N.	Name of post	Essential/ Desirable Qualifications
1.	Consultant (DR)	<p>The Essential Qualifications/Experience are:-</p> <p>a) Officer should have retired from the post of Under Secretary in the Central Government in the pay level -11 or above and must have experience in the field of administration, accounts and in general working of the Government.</p> <p>b) The officer should have working knowledge of MS Office, Computer handling & Internet Browsing.</p> <p>c) Age not exceeding 62 years as on closing date for receipt of applications</p> <p>Desirable Qualification/Experience:-</p> <p>a) Experience in RTI matters will be an added qualification.</p> <p>b) Law Graduates will be given preference.</p> <p>c) Experience of judicial or legal work in various courts, Government or regulatory authority, Tribunals, Commissions or any other similar forum is desirable.</p>
2.	Consultant (PS)	<p>The Essential Qualifications/Experience are:-</p> <p>a) Officer should have retired from the post of Private Secretary in the Central Government in the pay level - 8 or above with experience in secretarial work.</p>

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		<p>b) The officer should have working knowledge of MS Office, Computer handling & Internet Browsing.</p> <p>c) Age not exceeding 62 years as on closing date for receipt of applications.</p>
3.	Consultant (SO)	<p>The Essential Qualifications/Experience are:-</p> <p>a) Officer should have retired from the post of Section Officer in the Central Government in the pay level-8 or above with experience in the field of administration/accounts.</p> <p>b) The officer should have working knowledge of MS Office, Computer handling & Internet Browsing.</p> <p>c) Age not exceeding 62 years as on closing date for receipt of applications.</p>
4.	Consultant (Hindi Translator)	<p>The Essential Qualifications/Experience are:-</p> <p>a) Officer should have retired from the post of Hindi Translator in the Central Government in the pay level-6 or above having considerable experience of translation work. He/She must have excellent command on both English & Hindi languages.</p> <p>b) The officer should have working knowledge of Hindi Typing.</p> <p>c) Age not exceeding 62 years as on closing date for receipt of applications</p> <p>Desirable Qualification/Experience:-</p> <p>a) Experience pertaining to translation of legal matters/orders etc.</p>

3. **Method of selection:** The engagement will be purely on contract basis. Shortlisted candidates will be called for interview by the selection committee. A panel would be formed of the candidates who qualify the interview and would be engaged as consultant as per the requirement of the Commission.

4. The **terms and conditions** of their appointment will be as follows:-

- 1) The period of engagement to Consultants will be initially for 03 months and is further extendable in the step of 06 months as per requirement based on their performance.
- 2) 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. No Increment and Dearness Allowance shall be allowed during the term of the contract.

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- 3) They shall not be entitled for perquisite such as HRA, CCA, residential accommodation etc. 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 consultant at the time of retirement.
- 4) No TA/DA would be admissible to them for joining the assignment or on its completion.
- 5) During the period of consultancy the Officer would be required to attend to all important items of work pertaining to Commission as assigned by the Commission from time to time.
- 6) During the period of their assignment with the Central Information Commission and also thereafter, it is likely that they may come across certain information of important/confidential nature. They will not divulge any information gathered by them during the period of their assignment to anyone who is not authorized to know/have the same.
- 7) Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed.

5. **How to Apply:** - Willing retired Officers are requested to send their applications in the prescribed format (complete in all respects) along with the requisite documents i.e. copy of PPO within 30 days from the date of publication of the advertisement in employment news. Applications without the duly filled prescribed pro forma and copy of PPO will not be considered for short listing. The applications in the prescribed format may be forwarded to the following address:- The Deputy Secretary (Admn), Room No. 508, Central Information Commission, Baba Gangnath Marg, Munirka, New Delhi – 110067.


(S.K.Rabbani)
Deputy Secretary (Admn)

1. NIC/CIC for uploading on website of CIC.

PROFORMA**ENGAGEMENT OF CONSULTANT IN CENTRAL INFORMATION COMMISSION ON
CONTRACT BASIS**

1. Name of the applicant:

2. Post for which applied :

	DR		PS		SO		Hindi Translator
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Photo

3. Date of Birth :-

4. Contact No. (Mobile No.):-

5. Email Id :-

6. Address for Communication:-

7. Date of joining in Government service:-

8. Date of Superannuation :-

9. Last Pay level and pay:-

10. Name of Ministry/Department from
Which retired (Attach copy of PPO):-

11. Educational Qualifications:-

12. Law degree (yes/no):-

13. Working knowledge of MS Office,
Computer handling & Internet browsing (Yes/No).

14. Details of Experience in RTI matters:-

15. Details of Experience of judicial or legal work:-
(If applying for engagement Consultant DR)16. Details of Experience in Administration/Accounts:-
(If applying for engagement Consultant SO)17. Details of Experience working as PS:-
(If applying for engagement Consultant PS)18. Details of Experience in Hindi Translation & Hindi Typing:-
(If applying for engagement Consultant Hindi Translator)

19. Brief particulars of Experience in the last 10 years

Period		Post held on regular basis with pay level	Ministry/Department	Brief description of duties
From	To			

20. Any other information :

I hereby declare that I have read this document and ready to accept all the term & conditions for engagement of Consultants and 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.

Place:

Dated:

Signature of the applicant