

No. Q/PB-1/575/1/2020  
Ministry of External Affairs  
(PB-I Section)

Dated: 24<sup>th</sup> March, 2021

Circular

**Subject: - Engagement of Retired Section Officers of Ministry of External Affairs on contract basis as Section Officer(Retired) in the Ministry of External Affairs.**

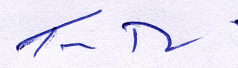
Ministry of External Affairs invites applications from the Retired Section Officers(SOs) of Ministry of External Affairs(MEA) for engagement on contract basis as Section Officers(SO) on contract basis in Ministry of External Affairs(MEA) as under:

No. of contract based employees to be Engaged	Age Limit (as on 1.03.2021)	Eligibility	Remuneration Per month
40 (Forty) SO on contract basis	Should not have attained the age of 62 years	a) Should have retired as Section Officer from Ministry of External Affairs b) Should have sound knowledge of Service Rules & noting/ drafting c) Should have working knowledge of computer or application of computer in the day to day functioning of office.	To be calculated by deducting the basic pension from the pay drawn at the time of retirement, as per D/o Expenditure OM dated 09.12.2020.

2 The details of the above engagement may be gone through.

3 Interested candidates, who fulfil the eligibility criteria, may submit their application in the prescribed proforma in sealed cover super-scribed "**Application for engagement of retired Section Officer of MEA on contract basis in MEA**" which should reach this office latest by **23/04/2021**, at the following address:-

**T.D. Bhutia**  
Deputy Secretary (PB & Pension)  
Ministry of External Affairs/ विदेश मंत्रालय  
4056, A Block, Jawaharlal Nehru Bhawan  
New Delhi - 110011  
Tel: +91 11 4901 5369

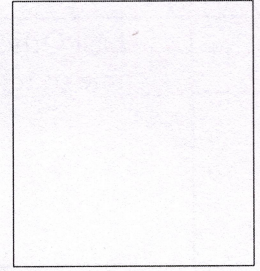
  
(T.D. Bhutia)  
Deputy Secretary (PB&Pension)  
Ministry of External Affairs  
Jawahar Lal Nehru Bhawan  
New Delhi-110011

For any queries please contact

Manoj Kumar Sahu  
Under Secretary(PB-I)  
Ministry of External Affairs  
Jawahar Lal Nehru Bhawan  
New Delhi-110011  
Tel: +91 11 4901 5370

**Proforma**

**Photo**



**Application for engagement as Section Officer(Retired) on contract basis in MEA**

1	Name in full (Block letters)	
2	Educational Qualifications	
3	Date of Birth	
4	Date of superannuation from Govt. Service	
5	AADHAR No (Enclose Xerox Copy)	
6	PAN No (Enclose Xerox Copy)	
7	PPO No (Enclose Xerox Copy)	
8	Complete residential address	
9	Mobile Number	
	Any alternate number	

10	E-mail I.D						
11	Last Office's address (at the time of retirement)						
12		Post held	From	To	Pay Level	Area of Experience	Last Pay Drawn and Basic Pension
					PB/GP		
13	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.						

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. I have read this document and ready to accept all the term & conditions for engagement as Section Officer(Retired) on contract basis in MEA.

(Name & Signature of the Candidate)

Place:  
Date:

## Terms & Conditions

### 1 **Period of engagement**

The term of engagement shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Engagement on contract basis will be subject to filling of the vacant posts against whom Retired Section Officers have been hired by the Promoted Officials of the Ministry. 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.

» **No Extension will be granted beyond the age of 65 years.**

### 2 **Selection Procedure**

The engagement will be purely on contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Section Officer(Retired) will be selected from shortlisted candidates and will be hired on contract basis in MEA.

» **MEA reserves the right to reject any application without mentioning any reason.**

### 3 **Remuneration**

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

### 4 **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. Such Travelling allowance will be as per his/her entitlement wrt 7<sup>th</sup> CPC level in which s/he superannuated. The amount so fixed shall remain unchanged during the term of engagement. However, retired SOs engaged on contract basis may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement. No TA/DA is admissible for joining the assignment or on its completion.

### 5 **Leave**

The Retired SOs hired on contract basis will be entitled to the paid leave at the rate of 1.5 days for each complete month of service. Accumulation of leave beyond calendar year may not be allowed. In special circumstances, the Section Officer(Retired) engaged on contract basis could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid.

**6 Scope of Duties**

During the period of such engagement, the Section Officer(Retired) would be required to perform the duties as assigned by the Head of Division.

**7 Tax deduction at Source**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

**8 Office time and working hours**

Engagement of Section Officer(Retired) on contract basis would be on full time basis. Working hours shall be from 9.00 AM to 5.30 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The Section Officer(Retired) may be called on Saturday/Sunday/other Gazetted holidays, if required.

**9 Confidentiality of data and documents**

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

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Section Officer(Retired) on contract basis shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

**10 Conflict of interest**

The Section Officer(Retired) engaged by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No Section Officer(Retired) would be permitted to take up any other assignment during the period of their contract with the MEA.

**11 Termination of service**

The engagement may be terminated at any time on immediate basis by the office without assigning any reasons. In case, the Section Officer(Retired) engaged on contract basis desires to leave the assignment, he/she is to give 07 day's notice which can be curtailed/extended depending upon the workload. Similarly, Employer(the Ministry) will give 07 days notice to the employee before termination. The engagement will be purely on contract basis and can be terminated as and when the vacant posts against whom Retired Section Officers have been hired will be filled by the promoted Officials in the Ministry and in the event of such termination, the employee will be liable to refund the excess payment if any made to him/her over and above what is due in terms of this contract. If at the time of termination, payment is due to the employee for services already rendered; such payments will be made to him.

» **In the event any Section Officer(Retired) is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.**

12 MEA shall not be responsible for any loss, accident, damage; injury suffered by the Section Officer(Retired) whatsoever arising in or out of the execution of his work including travel.

### **13 DISPUTE SETTLEMENT**

Any dispute or difference regarding the interpretation of the provisions of this agreement shall be resolved amicably between the parties. If the dispute is not resolved amicably, either party may refer the dispute or difference to Additional Secretary (AD) or his nominee, Ministry of External Affairs and whose decision shall be final and binding on the parties.

### **14 Guidelines for the submission of the application**

The duly completed application in prescribed proforma should be submitted so as to reach the office latest by **23/04/2021**. Any application received after the above date will not be entertained. The application should be submitted with the following documents:-

- a) Copy of retirement notification
- b) Copy of PPO
- c) Copy of Last Pay Certificate
- d) Copy of ID card – in case will be retiring by last date of receiving application.
- e) Copy of PAN card and AADHAR card- mandatory
- f) Copy of last two years' APARs