

No.A.12013/03/2012-PA(Pt)
Government of India
Ministry of Overseas Indian Affairs

Akbar Bhawan, Chanakyapuri,
New Delhi Dated: 07.10.2015

CIRCULAR

Subject: Engagement of Consultant – “A” and “B” in the Ministry of Overseas Indian Affairs-regarding.

Ministry of Overseas Indian Affairs invites applications from experienced retired Under Secretary/Deputy Secretary for engagement as Consultant – “A” & “B”. The details including eligibility criteria, TOR, etc. are available on the Ministry's website: www.moia.nic.in. The Ministry of Overseas Indian Affairs reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.

2. Last date for submission of application is 18.10.2015. Applications received after due date will not be considered.


(Ashwani Kumar)
Section Officer (Admn.)
011-24197934

NIC Cell for loading on the website of the Ministry.

No.A-12013/03/2012-PA (Pt.)
Government of India
Ministry of Overseas Indian Affairs
(PA Section)

Akbar Bhawan, Chanakyapuri,
New Delhi 110 021
Dated 07.10.2015

NOTICE

Sub: Engagement of Consultant – “A” for Ministry of Overseas Indian Affairs.

The Ministry of Overseas Indian Affairs seeks the services of 1 well experienced retired Under Secretary / Deputy Secretary as Consultant purely on contract basis .

1. Eligibility :

- a) Retired Official at the level of US/DS from the Department of Legal Affairs/Legislative Department, Ministry of Law & Justice, or
- b) Candidate retired at the level of US/DS from other Central Government Department having significant experience of dealing with legal matters, court cases etc.;
- c) Proficiency in computers.

II Age Limit:

Candidate should not be more than 63 years of age. The cutoff date will be the last date of closure of receipt of application.

2. Terms and Conditions:

- i. Emoluments:** (a) The total emolument will be Last Pay plus DA (at the applicable rate) minus the pension being drawn by the candidate.
- ii.** The tenure of Consultant will be for ONE YEAR from the date of engagement.
- iii.** The tenure can be terminated by giving one month's notice on either side.
- iv.** The candidates are advised to fill the application furnishing details as per the prescribed format (Annexure A & A-I). In absence of which his application is liable to be rejected.
- v.** Maintaining Professional Ethics: During the Term of Engagement and thereafter the Consultant shall maintain strict confidentiality of the matters pertaining to the organisation.
- vi.** MOIA or its representative reserve the right to reject any application without assigning any reasons.

3. **Nature of Work:**

- i. Legal matters of MOIA;
- ii. Any other work that may be assigned by the Competent Authority.

4. **Mode of Selection:**

Applications received in response to notification will be scrutinized and maximum 05 applicants would be shortlisted, who will be called for a personal interaction & documents verification with original documents. Based on qualification, experiences & outcome of personal interaction, the candidate will be selected.

5. **Place of Posting:**

Ministry of Overseas Indian Affairs, Akbar Bhawan, New Delhi

6. **Closing date of Application:**

Application along with all the documents should reach Under Secretary (Admn) in the Ministry of Overseas Indian Affairs, Akbar Bhawan, New Delhi by 5:00 PM on 18.10.2015.

7. **Documents to be submitted:**

- i. Self-attested copy of PAN Card / Aadhar Card / Passport / Driving License Matriculation Certificate / PPO / Mark sheet for age proof.
- ii. Self attested copy of details of experience.
- iii. Self attested copy of PPO issued by the Ministry /Department on retirement.

8. **Submission of Application:**

Candidates desirous of applying for engagement may submit in the format provided at Annexure-A & B .The format is also available on the website www.moia.gov.in

The application on the prescribed format may be sent to-

Under Secretary (Admn)
MINISTRY OF OVERSEAS INDIAN AFFAIRS,
GOVERNMENT OF INDIA ,
Room No. 924, AKBAR BHAWAN ,CHANAKYAPURI ,
NEW DELHI-110021



Section Officer (Admn.)
Ministry of Overseas Indian Affairs

ANNEXURE –A

Sub: Engagement of Consultant – ‘A’ for Ministry of Overseas Indian Affairs.

Sl.No. Information Details

1. Name of Candidate :
2. Address with Telephone Nos. & E-Mail :
3. Academic Qualification :
4. Details of job experience in the Department of Legal Affairs/ Legislative Department or other Departments to be furnished in a separate sheet in the format (**Annexure-‘A-I’**), covering the entire service career in the Govt. of India and the starting from the applicant’s recent posting :
5. Details of previous placement/employment :
6. Any other information you may like to give :
7. List of Enclosures :

DECLARATION

I hereby, undertake that the information given above are true and correct. I agree to the terms and conditions for engagement as Consultant

Place:

Date:

Signature of the Candidate:

**Name:
Address:
Mob. No.:**

ANNEXURE – ‘ A-I’

[illegible]

Annexure B

Date: _____

FROM:

TO:

The Under Secretary (Admn)
Ministry of Overseas Indian Affairs
Akbar Bhawan, Chanakyapuri
New Delhi-110021.

Subject: "Application for appointment as Consultant- 'A' on Contract basis".

Sir,

I, _____ enclose, herewith my application for engagement as Consultant – 'A' in Ministry of Overseas Indian Affairs as mentioned in para "Task/Scope of Work/" in Terms of Reference (TOR) documents.

Yours faithfully,

Encl: (list of enclosures)

Signature: _____

Full Name: _____

Designation: _____

Address: _____

**TERMS OF REFERENCE FOR APPOINTMENT AS CONSULTANT – ‘B’ IN THE
MINISTRY OF OVERSEAS INDIAN AFFAIRS, GOVT. OF INDIA**

1. The Ministry of Overseas Indian Affairs intends to engage 01 well experienced retired Under Secretary/ Deputy Secretary as Consultant purely on contract basis in the Ministry.

1. Eligibility :

- d) Retired Officer at the level of US/DS from the Department of Personnel & Training;
or
- e) Candidate retired at the level of US/DS from other Central Government Department having significant experience of dealing with Personnel matters ;
- f) Proficiency in computers.

II Age Limit:

Candidate should not be more than 63 years of age. The cutoff date will be the last date of closure of receipt of application.

2. Terms and Conditions:

- i. **Emoluments:** (a) The total emolument will be Last Pay plus DA (at the applicable rate) minus the pension being drawn by the candidate.
- ii. The tenure of Consultant will be for ONE YEAR from the date of engagement.
- iii. The tenure can be terminated by giving one month's notice on either side.
- iv. The candidates are advised to fill the application furnishing details as per the prescribed format (Annexure A & A-I). In absence of which his application is liable to be rejected.
- v. **Maintaining Professional Ethics:** During the Term of Engagement and thereafter the Consultant shall maintain strict confidentiality of the matters pertaining to the organisation.
- vi. MOIA or its representative reserve the right to reject any application without assigning any reasons.

3. Nature of Work:

- i. Personnel matters of MOIA.
- ii. Any other work that may be assigned by the Competent Authority.

4. **Mode of Selection:**

Applications received in response to notification will be scrutinized and maximum 05 applicants would be shortlisted, who will be called for a personal interaction & documents verification with original documents. Based on qualification, experiences & outcome of personal interaction, the candidate will be selected.

5. **Place of Posting:**

Ministry of Overseas Indian Affairs, Akbar Bhawan, New Delhi

6. **Closing date of Application:**

Application along with all the documents should reach Under Secretary (Admn) in the Ministry of Overseas Indian Affairs, Akbar Bhawan, New Delhi by 5:00 PM on 18.10.2015.

7. **Documents to be submitted:**

i. Self-attested copy of PAN Card / Aadhar Card / Passport / Driving License
Matriculation Certificate / PPO / Mark sheet for age proof.

ii. Self attested copy of details of experience.

iii. Self attested copy of PPO issued by the Ministry /Department on retirement.

8. **Submission of Application:**

Candidates desirous of applying for engagement may submit in the format provided at Annexure-A & B .The format is also available on the website www.moia.gov.in

The application on the prescribed format may be sent to-

Under Secretary (Admn)
MINISTRY OF OVERSEAS INDIAN AFFAIRS,
GOVERNMENT OF INDIA ,
Room No. 924, AKBAR BHAWAN ,CHANAKYAPURI ,
NEW DELHI-110021


Section Officer (Admn)
Ministry of Overseas Indian Affairs

ANNEXURE -A

Sub: Engagement of Consultant – 'B' for Ministry of Overseas Indian Affairs.

Sl.No. Information Details

7. Name of Candidate :
8. Address with Telephone Nos :
9. Academic Qualification :
10. Details of job experience in the Department of Personnel & Training of or other Departments to be furnished in a separate sheet in the format **(Annexure-'A-I')**, covering the entire service career in the Govt. of India and the starting from the applicant's recent posting :
11. Details of previous placement/employment :
12. Any other information you may like to give :
13. List of Enclosures :

DECLARATION

I hereby, undertake that the information given above are true and correct. I agree to the terms and conditions for engagement as Consultant

Place:

Date:

Signature of the Candidate:

Name:
Address:
Mob. No.:

ANNEXURE – ‘A-I’

[illegible]

Annexure B

Date: _____

FROM:

TO:

The Under Secretary (Admn)
Ministry of Overseas Indian Affairs
Akbar Bhawan, Chanakyapuri
New Delhi-110021.

Subject: "Application for appointment as Consultant- 'B' on Contract basis".

Sir,

I, _____ enclose, herewith my application for engagement as Consultant – 'B' in Ministry of Overseas Indian Affairs as mentioned in para "Task/Scope of Work/" in Terms of Reference (TOR) documents.

Yours faithfully,

Encl: (list of enclosures)

Signature: _____

Full Name: _____

Designation: _____

Address: _____