

F.No.11/1/2015-Estt.
Government of India
Ministry of Mines


339-A, Shastri Bhawan
New Delhi - 110001
Dated: the 13th June, 2017

CIRCULAR

Subject: Preparation of panel of consultants (Category - I, II & III) for engagement on contract basis for the years 2017-2018.

The undersigned is directed to say that Ministry of Mines proposes to prepare a panel of Consultants (Category - I, II & III) for engagement on contract basis for the calendar years 2017 & 2018 from amongst retired Government employees. The short listed candidates will be considered for engagement as per the requirement of the Ministry. The details are as follows:

1.	No. of consultants be engaged on contract basis	As per requirement		
2.	Period of engagement	Initially for a period of two months. The performance during this period would be reviewed and based on performance, engagement may be regularized for a period not exceeding one year. The review of one year of contract will be done on year to year basis.		
3.	Age limit	Should have retired after April, 2013.		
4.	Remuneration payable each grade of consultants per month + Convenience Fee admissible	Level of the post from which retired	Level of Engagement as consultant	Consolidated Remuneration + Convenience Fee
		Section Officer or equiv.	Category - I	Rs.35,000/- + Rs.2,000/-
		Under Secretary or equiv.	Category - II	Rs.40,000/- + Rs.3,000/-
		Deputy Secretary /Director or equiv.	Category - III	Rs.50,000/- + Rs.5,000/-
		[* The above remuneration will be computed with pension so as not to exceed Last pay drawn - Pension + current DA]		


13/6/17
मानसिंह कासोटिया / MAN SINGH KASOTTIA
अवर सचिव / Under Secretary
खान मंत्रालय / Ministry of Mines

5.	Place of work	Ministry of Mines's offices situated in New Delhi (i.e at Shastri Bhawan/CGO Complex, New Delhi).
6.	Experience in	<ul style="list-style-type: none"> • Legislation & Policy related matters. • Knowledge in Parliament related matters, Establishment & service matters • Experience of programme implementation & coordination with States. • Experience in Secretarial functions, sound knowledge of Rules and Regulations, drafting of notes etc. • Hindi Translation (for Hindi Translator only).
7.	Desirable	<p>Preference will be given to persons:</p> <ul style="list-style-type: none"> • Who have experience of programme implementation & coordination with States, • Who have handled policy matters and related issues while in service, • Who have knowledge of working on PCs especially Excel, Power point, preparation of data sheets etc.

2. The engagement of the consultants on contract basis will be subject to the guidelines for engaging consultants of this Ministry.
3. The selected person should be available on his mobile/telephone and email at all times on engagement in this Department. He may also be required to attend office on Saturday/Sundays and other holidays if necessary.
4. Interested retired persons who will be in a position to join immediately on call, may submit their particulars on the enclosed format along with relevant documents to the Establishment Section, Room no. 339, A-Wing, Shastri Bhawan, New Delhi-110001 within 21 days of publishing of this circular.

Man Singh Kasottia
13/6/17

(Man Singh Kasottia)

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NIC, Ministry of Mines.