

**NO. A-41020/2/2017-ADMN.I**  
**UNION PUBLIC SERVICE COMMISSION**  
**(ADMINISTRATION-I SECTION)**  
**DHOLPUR HOUSE, SHAHJAHAN ROAD,**  
**NEW DELHI - 110069.**

**Dated:17<sup>th</sup> October, 2019**

**CIRCULAR**

**Subject: - Engagement of Retired Government Servants from Ministry/Department of Central Govt. or its Attached or Subordinate Offices or any other organization of Central Govt. on contract basis in the office of Union Public Service Commission- reg.**

Union Public Service Commission invites applications from the Govt. servant's from any Ministry/Department of Central Govt. or its Attached or Subordinate Offices or any other organization of Central Govt., who have retired or will retire by 31.12.2019, from the grades of PA or above, for preparation of panel for engagement as Consultant at PA level in the Office of UPSC as under:

<b>Level of Engagement</b>	<b>Vacancies</b>	<b>Age Limit</b>	<b>Remuneration Per month</b>
<b>Consultant(PA level)</b>	15	Should not have attained the age of 63 years as on closing date	Rs. 28000/-

2. The details including eligibility criteria, term of reference etc. of the above engagement are available on the website of the Commission i.e. [www.upsc.gov.in](http://www.upsc.gov.in).

3. Interested candidates, who fulfill the eligibility criteria, may submit their application in the prescribed proforma in sealed cover super-scribed "Application for engagement as Consultant PA level on contract basis in UPSC" which should reach this office latest by **15/11/2019**.

**UNDER SECRETARY (ADMN),**  
**R.NO. 216/AB,**  
**UNION PUBLIC SERVICE COMMISSION,**  
**DHOLPUR HOUSE, SHAHJAHAN ROAD,**  
**NEW DELHI – 110069.**

(Sanjay Kumar Gupta)  
Under Secretary (Admn)  
Tel. No. 23381665

## Proforma

Application for engagement of Consultant at PA level in the office of UPSC

1	Name in full (Block letter)						
2	Educational qualification						
3	Date of birth						
4	Date of superannuation from Govt. service						
5	AADHAR No. and PAN No. (Enclose Xerox Copy of each)						
6	PPO No. (Enclose Xerox Copy)						
7	Complete residential address with phone number/mobile no.						
8	Last Office's address (at the time of retirement)						
9	E-mail I.D						
10	Brief particulars of experience in Govt. service during last five years, just before retirement	Post held	From	To	PB/GP/Level in the Pay Matrix	Area of Experience	Last Pay Drawn and Basic Pension
11	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 of Consultants.

(Signature of the Candidate)

Place:

## ELIGIBILITY CRITERIA

The Consultant proposed for engagement shall be well acquainted with the functioning of Central Government Ministries/Departments. Persons retired only from the posts as mentioned in Col.3 below, from Central Government. Ministries/ Departments or any other Organization of Central Govt., need to apply.

Level of Engagement	Vacancies	Eligibility Criteria & Experience	Age Limit	Remuneration Per Month
1	2	3	4	5
<b>Consultant (PA Level)</b>	15	<p>a) Should have retired from not below the rank of Personal Assistant <b>i.e not below the post carrying GP of Rs 4600/- (Pre-revised) in PB-2 on regular basis or Level-07 of the revised pay Matrix.</b></p> <p>b) Should possess working knowledge of computer applications in day to day functioning of Office with proficiency in typing in English and Hindi. Preference shall be given to the English medium candidates.</p>	Should not have attained the age of 63 years as on the closing date for the applications.	Rs. 28000/-

## Terms & Conditions

### 1. Period of engagement

The engagement shall be initially for a period of six months which may be extended/curtailed depending upon the performance of the Consultant or functional requirement of the Office with the approval of the Competent Authority.

» **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. Consultants will be selected from shortlisted candidates.

» **UPSC reserves the right to reject any application without assigning any reason.**

### 3. Remuneration

As stated in column 5 of the eligibility criteria. Apart from consolidated monthly fee, no perquisites such as HRA, TA/DA, residential accommodation etc will be provided.

### 4. Scope of Duties

During the period of such engagement, the Consultants would be required to perform any work as assigned to them by the concerned Branch Heads in the Commission in which they would be posted to work as Consultant.

### 5. Leave

The Consultant would not be entitled to any kind of regular leave. However, they would be entitled to leave of 8 days in a calendar year, to be calculated on pro-rata basis. In special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturday's /Sundays/ Other Gazetted holidays they may be given compensatory off.

### 6. TA/DA

No TA/DA is admissible for joining the assignment or on its completion. Should they be required to travel outside Delhi in connection with the work of the Commission during the period of their appointment, they will be entitled to draw TA/DA as per normal rules as applicable to any serving Officer of an equivalent rank in UPSC.

### 7. Office time and working hours

Engagement of Consultants would be on full time basis. Working hours shall be from 9.30 AM to 6.00 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 Consultants may be called on Saturday/Sunday/other Gazetted holidays, if required.

» **The consultant will be required to mark his/her attendance in Bio-metric System.**

8. **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.

9. **Confidentiality of data and documents**

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 Consultant 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 Consultant appointed 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 Consultant would be permitted to take up any other assignment during the period of Consultancy

11. **Termination of service**

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 07 days. In case, a Consultant desires to leave the assignment, he/she has to give 07 day's notice which can be curtailed/extended depending upon the workload.

- » **In the event any Consultant 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. UPSC shall not be responsible for any loss, accident, damage; injury suffered by the Consultant whatsoever arising in or out of the execution of his work including travel.

13. **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 **15.11.2019**. 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 PAN card and AADHAR card- mandatory