

# TECHNOLOGY DEVELOPMENT BOARD

[A Statutory Body of Department of Science & Technology]  
Government of India

Wing A, Ground Floor, Vishwakarma Bhavan, Shaheed Jeet Singh Marg, New Delhi-110016

## VACANCY CIRCULAR

### **Subject: Engagement of Retired Officer as Consultant (Admin) in the Technology Development Board - Reg.**

Technology Development Board, a statutory body of Department of Science and Technology invites application from retired Group A Government officers for engagement as consultants (Admin) in TDB. The applicant should fulfill the following eligibility conditions: -

- (a) Must have retired from Central Government Service at the level of Deputy Secretary / Under Secretary in the Pay level 12 / 11 of Pay Matrix as per 7<sup>th</sup> CPC.
- (b) The upper age limit should not exceed 65 years, as on 31.01.19.
- (c) Must be conversant with rules / regulations of Govt. of India regarding general administration. He should be capable of handling administrative / establishment matters with specific experience in framing and amendment of Recruitment Rules, procedure related to creation and abolition of posts, Vigilance matters, Court cases, RTI, Public Grievances, Reservation matters, drafting of Cabinet Note etc.
- (d) Must have working knowledge of computer.

2 The engagement of Consultants shall be subject to the following Conditions:

- (a) The retired Government servant himself should apply expressing clearly giving his willingness for his engagement as consultant stating his suitability for the broad nature of work.
- (b) The person must be able to work in MS Word, Power point and should be proficient in noting, drafting and examining proposals.
- (c) The engagement of the Consultant will be purely on Contract basis.
- (d) His salary will be consolidated and all inclusive. The consultant will not be entitled for any kind of allowances, residential accommodation., medical facility etc.
- (e) The Consultant will be required to sign a non-disclosure undertaking.

- (f) Working hours shall normally be from 9.00 am to 5.30 p.m. including half an hour lunch break in between. However, in exigencies of work, he may be required to sit late and they may be called on Saturday/Sunday and other Gazetted holidays.
  - (g) The retired official on his engagement as consultant may be allowed leave at the rate of two and half days for each month. To perform outstation duties, TA/DA as per his entitlement before his retirement will be paid.
  - (h) The services of consultant can be terminated at any time without assigning any reason whatsoever. However, if the consultant is not willing to continue for whatsoever reasons may be, he may give minimum one month's notice to the office. The decision of Secretary, Technology Development Board shall be the final in all respects.
  - (i) No typing/stenographic assistance shall be provided.
- 3 **Remuneration:** The consolidated fee / remunerations of the retired Government Officers appointed as consultant shall not exceed the Last Pay drawn plus DA at rate prevailing on the date of appointment as consultant less Pension.
- 4 Officers who have retired recently will be given preference.

The persons who fulfill the eligibility criteria and are willing to offer their services as consultant, may submit their applications in the prescribed proforma to the Under Secretary, Technology Development Board, A-Wing, Ground Floor, Vishwakarma Bhawan, Shaheed Jeet Singh Marg, New Delhi-110016, by Registered Post or through Speed Post in a sealed cover super-scribed "Application for the post of Consultant (Admin)". **The last date of submission of application is 15<sup>th</sup> March, 2019 at 5:00 pm.**

Recent passport  
size photograph  
to be pasted here

**PROFORMA**

APPLICATION FOR ENGAGEMENT AS CONSULTANT IN TECHNOLOGY  
DEVELOPMENT BOARD

- 1 Name
- 2 Date of birth
- 3 Contact Number (Mobile) /e-mail
- 4 Address for communication
- 5 Date of joining in Government Service
- 6 Date of retirement
7. Name of the Ministry/Department from which retired
8. Last pay drawn (Copies of LPC and PPO should be enclosed)
- 9 Grading of last Five years ACR Year Grading
- 10 Education qualifications
- 11 Details of knowledge in computer
12. Brief particulars of Experience (in the Grade of DS / US)

Post held, Name of the Ministry / Department, From and To date of employment in that Ministry /Department, Subject handled (in brief)

Name and Signature of Applicant Place:

Date: