

F.No. PA/60/2021-US (MKS)

भारत सरकार

Government of India

महिला एवं बाल विकास मंत्रालय

Ministry of Women and Child Development

पोषण अभियान

POSHAN Abhiyaan

3rd Floor, Jeevan Vihar Building,

Sansad Marg, New Delhi

Dated 15th April, 2021

VACANCY CIRCULAR

Subject: Engagement of retired Government officers as Project Managers (07 Nos.) on contract basis in the POSHAN Abhiyaan under the Ministry of Women and Child Development – inviting applications therefore.

POSHAN Abhiyaan invites applications from retired Government Officers of the rank of Under Secretary /US equivalent or above and retired from any Central Government offices Attached/ Subordinate offices, having considerable experience in functioning of Central Government Ministries/ Departments for engagement as Project Managers on contract basis.

2. The terms and conditions of the contract shall be as under :-

- I. The Project Managers will be required to examine cases/ proposals, policy issues, Court cases, in the light of Central Government rules and regulations, prepare briefs, presentations and analyse the proposals assigned to them by their controlling officers. They shall be fully conversant with MS-word/PPT/Excel etc.
- II. They should have attained not more than 63 years of age as on the last date of receipt of applications.
- III. Working Hours shall normally be from 09.00 a.m to 05.30 p.m during working days. However, in exigencies of work, they may be required to sit late and may be called on Saturday / Sundays or other holidays. No compensatory leave will be granted for working during holidays.
- IV. They will be governed by the Official Secrets Act ,1923 , as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement as Project Manager in the Ministry. All such documents will be the property of the Government.
- V. They will not utilize or publish or part with to a third party, any part of the data or statistics or proceedings or information collected for the purpose of their assignments or during the course of, assignment for the Department without the express written consent of the Department.

- VI. The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Ministry shall remain with the Ministry.
- VII. Attention is drawn to Central Vigilance Commission Circular No. 01/0/2017 dated 23.01.2017 and circular No. 08/06/2011 dated 24.6.2011 regarding engagement of Project Managers. They will be completely accountable for any advice or any service rendered by them during their engagement in this Department in view of norms of ethical business and professionalism.
- VIII. They must act, at all times in the interest of Ministry of Women and Child Development and render any advice/service with professional integrity.
- IX. They will maintain highest standards of integrity, transparency, competitiveness, courtesy and efficiency while working as Project Manager in this Department.
- X. The Project Managers so appointed shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department nor will they indulge in any activity outside the terms of the contractual assignment.
- XI. They will maintain unconditional devotion to duty, adherence to the rules such as punctuality, office discipline and decorum, positive attitude towards work as well as due courtesy to the superiors.

3. **Remuneration and Allowances:**

3.1 **Emoluments:-** In accordance with Department of Expenditure's O.M. No.3-25/2020-E.IIIA dated 09.12.2020, a fixed monthly remuneration shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual contract/percentage increase during the contract period. No increment and DA shall be allowed during the term of the contract.

3.1.2 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. The amount so fixed shall remain unchanged during the term of appointment.

3.1.3 Consultants shall be issued non-official, temporary ID card and access to internet connection, telephone and basic office equipments for discharging duties.

3.2 **Allowances:-** No HRA shall be admissible. Consultants shall be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

4. **Leave:-** Consultants shall be permitted to avail 12 days of absence in a year with remuneration. Accumulation of leave beyond a calendar year will not be allowed.

5. **Tax Deduction at Source (TDS):-** TDS as admissible shall be deducted from the monthly remuneration of Project Managers. A TDS certificate shall be issued by the concerned DDO on demand.

6. The engagement as Project Manager shall not be considered as a case of re-employment.

7.1 Eligibility Criteria for Engagement of Project Manager:

The persons who wish to apply should fulfill the following criteria:-

7.1 General Conditions:

- I. Should have retired from any Central Government offices. Attached/Subordinate Offices and in the level of Section Officer/Under Secretary level or equivalent only.
- II. The term of appointment shall ordinarily for an initial period not exceeding one year which is extendable by another one year. 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.
- III. He/she should have excellent communication and interpersonal skills with excellent computer knowledge and computer operation.
- IV. Under Secretary or equivalent with sound knowledge and experience in handling Establishment and Legal matters, Parliament matters/Standing Committees/Court cases/Audit Paras/RTIs/Annual Report/Policy Framework/Information Technology and implementation of different schemes of Ministries/Departments etc.

7.2 Period of Engagement

7.2.1 The initial engagement of a persons as Project Manager will be for the period of one year. After expiry of initial term, engagement may be extended, based on requirement of Ministry and performance of Consultant(s) concerned, with the approval of competent authority, for a maximum period of one year at a time.

7.2.2 The appointment of Project Managers would be on full-time basis and they would not be permitted to take up any bother assignment during the period of Consultancy in the Ministry of Women and Child Development.

7.2.3. The appointment of Project Managers is of a temporary (non-official) nature against the specific jobs/assignments.

8. Procedure for Selection:

The Screening Committee constituted in the Ministry of Women and Child Development will scrutinise the applications and select Project Managers based on the eligibility criteria as stated in para 7.1 above.

9. Termination of Consultancy:

The engagement of Project Managers can be terminated by the Ministry of Women and Child Development at any time without assigning any reason thereof. However, Project Manager will have to give 30 days advance notice of remuneration in lieu thereof before resigning from the engagement. The appointed Project Manager too may resign from the job after giving 30 days advance notice.

10. Interested retired Central Government officers may submit their application in the enclosed format along with a copy of PPO to the Under Secretary, POSHAN Abhiyaan, Ministry of Women and Child Development, 3rd Floor, Jeevan Vihar Building, Parliament Street, New Delhi- 110011 by 5:00 PM on or before 15.05.2021. The applications can be also sent by email address: manishks.rth@nic.in. Incomplete applications or applications received after the due date will be rejected.

11. This may please be given wide publicity.

(Manish Kumar Singh)
Under Secretary to Government of India
manishks.rth@nic.in
Tel. No. 011-23741247

To,
All Ministries / Department of Government of India
NIC, Ministry of Women and Child Development, for uploading the same in the
Ministry's website.

Copy to:
Under Secretary (CS.I), Deptt. of Personnel & Training, Lok Nayak Bhawan, Khan
Market, New Delhi-110003 with the request for wider publicity and uploading the
Circular/Advertisement on DoPT's website.

Annexure

Application for the post of Consultant in the POSHAN Abhiyaan under the Ministry of Women and Child Development, Govt. of India, New Delhi.

1. Full Name:

Recent passport size photograph

2. Father's Name:

3. Date of Birth:

4. Date of Retirement:

5. Office where last worked:

- Name of Office:
- Whether main Ministry/Attached/Subordinate Office:

6. Designation last held:

7. Last Pay/ Pension drawn:

8. Aadhaar No.:

9. Mobile No.:

10. Address :

11. Educational Qualification:

12. E-Mail Id:

13. Work Experience (Add separate sheet if required)

Ministry / Department	Post-held	Period		Nature of work	Remarks,
		From	To		

DECLARATION:

I solemnly declare that all the statement made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete OR ineligibility being detected at any time before OR after selection/interview, my candidature is liable to be rejected. In case there is any default in information, my Consultancy may be disengaged without giving any notice. I shall be bound by the decision of the Ministry of Women and Child Development. I fully understand that deviation or violation of the terms and conditions mentioned in para 2 of the advertisement will result in termination of my engagement without giving any notice.

Place:

Date:

(Signature of applicant)