

VACANCY CIRCULAR

Subject: Engagement of Consultant (non-tech) (Official Language) in D/o Chemicals and Petrochemicals-reg.

The Department of Chemicals and Petrochemicals proposes to engage one (1) Consultant (non-tech) (Official Language) in the Department on the following terms and conditions: -

- i. The consultant proposed for engagement must have retired from the Ministry/ Department of the Central Government at the level of Senior Translation Officer or above and should be well acquainted with the functioning of the Central Government Ministries/Departments.
 - ii. The work profile and responsibility would be equivalent to that of a Senior Translation Officer in the Central Government.
 - iii. The work would include Secretarial work related to the implementation of the Official Language.
 - iv. The engagement shall be for a period of six months, or till the regular incumbent is/ are available whichever is earlier. The contract may be extended beyond six months at the sole discretion of the Department.
 - v. Working hours shall normally be from 9.00 AM to 5.30 PM during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to sit late and he may be called on Saturday/ Sunday and other Gazetted holidays.
 - vi. Consultant shall be compulsorily required to enroll himself in the Aadhar-based Biometric Attendance System (BAS). Attendance registered by the staff in the BAS only shall be taken as proof of their attendance in the office and on the basis of which fees/ remuneration will be paid.
 - vii. The engagement may be terminated at any time by the Government or the Consultant without assigning any reason by giving a notice of fifteen days.
 - viii. The remuneration and other terms & conditions of their appointment and regulation of their services as consultant (Non-Technical) in this Department shall be governed/ regulated as per the comprehensive guidelines issued by this Department for engagement of consultant, vide OM dated 07.06.2024 and Department of Expenditure's OM No F. No 3-25/2020-E.IIIA dated 09.12.2020.
 - ix. The Consultant will maintain full secrecy in respect of the official work assigned to him and will not divulge any information to any third party.
2. The person who fulfills the eligibility criteria and is willing to offer his/her services as a Consultant, may submit his/her application in the prescribed proforma (Annexure) within 21 days from the date of issue of this circular to the undersigned, Room No.434, 'C' Wing, Shastri Bhawan, New Delhi-110001.



(Manju Singh)

Under Secretary to the Government of India
Tel. No. 23386013

To

- i) All Ministries/ Departments of the Government of India.
- ii) NIC, D/o C&PC for uploading this circular on the Department's website.

PROFORMA

Engagement of Consultant in Department of Chemicals and Petrochemicals, Shastri Bhawan, New Delhi-110001

1.	Application for the post of Consultant (non-tech)/Consultant (OL)	
2.	Name in full (Block Letters)	
3.	PPO No. (Enclose copy)	
4.	Last Basic Pay Drawn	
5.	Date of Birth	
6.	Date of superannuation from Govt. Service & Last post held.	
7.	Whether medically fit	Yes / No
8.	Office Address at the time of retirement	
9.	Mailing Address	
10.	Permanent Address	
11.	E-mail address	
12.	Telephone No. / Mob. No.	
13.	Educational Qualification (copy(s) of relevant degree course).	
14.	Details of knowledge of computer	
15.	Brief particulars of Experience in the grade of Assistant and above.	Ministry/ Department Subject Handled:

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 am ready to accept all the terms and conditions for engagement as Consultant.

(Signature of the Applicant)