

No. A-41011/4/2019-Estt.-CPC
Government of India
Ministry of Chemicals & Fertilizers
Department of Chemicals and Petrochemicals

Shastri Bhawan, New Delhi
Dated the 5th November, 2019.

VACANCY CIRCULAR

Sub: Engagement of services of **Assistant** on contract basis for Advisory Forum and Development Council for Chemicals and Petrochemicals Sector in Department of Chemicals and Petrochemicals, Ministry of Chemicals and Fertilizers.

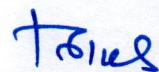
It is proposed to engage **Assistant** to work as full time Advisory Forum and Development Council for Chemicals and Petrochemicals Sector in the Department of Chemicals and Petrochemicals to attend specific work. The requisite qualification/experience, eligibility criteria, remuneration, working hours tenure of engagement and other terms and conditions would be as under:-

1.	Scope of Work	i) To assist the Convenor in respect of Secretarial work. ii) Any other work as assigned by the Convenor and Competent Authority.
2.	i) Essential Qualification ii) Desirable	i) A retired government servant at Section Officer level. ii) Computer operating Knowledge
3.	Essential work Experience Desirable	: A retired government servant at Section Officer level Computer Knowledge
4.	Age Limit	Maximum 65 years.
5.	Remuneration	Rs.50,000/-consolidated per month.
6.	Tenure of engagement.	1 year initially and may be extended, if required on performance basis..
7.	Working Hours	9.00 AM to 5.30 PM in general. However, the official is required to perform his duty beyond office hours / on holidays as per the exigency of work.
8.	Attendance	Through Bio-Metric.
9.	Leave	Saturday, Sundays and Gazetted Holidays & 8 days leave during the period of one year.

10.	Termination of Services.	Can be terminated with a prior notice of one month from either side.
11.	TA/DA	Not applicable.

2. The person who fulfills the eligibility criteria and is willing to offer his/her services as Convenor, may submit his/her application in the prescribed proforma as **Annexure-I** within 21 days from the date of publication of advertisement in Employment News to Under Secretary (Estt.), Department of Chemicals and Petrochemicals, Room No.434, 'C' Wing, Shastri Bhawan, New Delhi-110001.

3. Ministries/Department is requested to give wide publicity to this vacancy circular among their staff and Subordinate/Attached offices.



(T.P.N. Singh)

Under Secretary to the Govt. of India

Tele: 23386013

To

- 1) All Ministries/Departments of the Government of India.
- 2) All Universities / Recognized Research Institutions.
- 3) NIC, D/o C&PC for uploading this OM on the website.

ANNEXURE-I

Application format for engagement as Assistant on contract basis to assist the Convenor in respect of Secretarial work of the Advisory Forum and the Development Council for Chemicals and Petrochemicals sector, IN THE DEPARTMENT OF CHEMICALS & PETROCHEMICALS.

SELF ATTESTED
PHOTOGRAPH

1.	Application for the Consultant Post of :				
2.	Name in full (Block letters)				
3.	PPO No. (Enclose copy)				
4.	Date of Birth				
5.	Date of superannuation from Govt. service & Last post hold.				
6.	Whether Medically Fit ?		Yes	/	No
7.	Office address at the time of retirement.				
8.	Mailing Address				
9.	Permanent Address				
10.	Email Address				
11.	Telephone/Mobile No.				
12.	Education Qualification (copy(s) of relevant degree course):				
13.	Course	Subject	University/ Institute	Year of Passing	Division/Class

14.	Work Experience				
	Organization/ Institute/Post Held.	Period		PB/GP (pre- revise)/Pay matrix.	Nature of Work /Area of Experience.
		From	To		
15.	Reference		1.		
			2.		

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 terms and conditions for engagement as Consultant.

Signature: _____

Place: _____

Date : _____