



F. No. 2-18/9/2021-Adm.II
भारत सरकार / Government of India
विद्युत मंत्रालय & Ministry of Power
Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001
Telephone No. 23723570; FAX No. 23717519

Dated: 12.07.2021.

CIRCULAR

Subject: Engagement of retired Government servant as consultant in Hindi Division of Ministry of Power – Reg

The Ministry of Power intends to engage a Consultant (Official Language) to assist the Ministry in undertaking comprehensive activities to promote use of Official Language in official work in the Ministry and also to provide assistance in translation of documents.

2. Accordingly, applications are invited from retired Central Government/State Government/PSU/Autonomous body employees having been retired from the post of Senior Translation Officer/Assistant Director/Deputy Director or equivalent post. The willing candidates must email their applications to adm2-power@nic.in (Phone: 011-23723570) latest by 31st July, 2021. Applications received thereafter will not be entertained.

3. **AGE**

Age should not be more than 65 years on the date of advertisement.

4. **REMUNERATION**

On selection, the consultant will be paid consolidated remuneration arrived at by deducting the basic pension at the time of his retirement from the last pay drawn. No Allowance of any kind would be admissible except TA which should not exceed the rate admissible at the time of retirement. Paid leave may be allowed at the rate of 1.5 days per month.

5. **DURATION OF ENGAGEMENT**

The duration of engagement will be one year from the date of initial engagement which may be curtailed or extended at the sole discretion of the Ministry and the same will be binding on the consultant. The appointment of the consultant would be on full-time basis and he/she will not be permitted to take-up any other assignment during the period of consultancy with the Ministry of Power.

6. **QUALIFICATION AND EXPERIENCE**

He/She should be a Retired employee of Central Government/State Government/PSU/Autonomous body having considerable experience of translation work. He/She must have excellent command on both English & Hindi languages as well as adequate experience of conducting workshops/conferences/symposia etc. Candidates having qualification and experience of journalism and publication of books will be given top priority.

7. **PROCEDURE FOR SELECTION**

Engagement of consultants shall be done by inviting applications on the website of Ministry of Power (<https://powermin.nic.in>), Department of Personnel and Training (<https://dopt.gov.in>) and the Department of Official Language (<http://rajbhasha.gov.in>) only, in the manner as follows:

(a) A circular/advertisement shall be uploaded on the website of the Ministry inviting applications from willing/eligible persons for engagement as Consultants. The closing date for submission of application would be at least one week from the date of issue of this circular.

(b) A Screening-cum Selection Committee in the Ministry shall first shortlist the applications on the basis of the criteria decided by it. Thereafter, the Committee may hold a personal interaction with the shortlisted candidates, if required.

8. **CONFIDENTIALITY OF DATA AND DOCUMENTS**

The intellectual property rights (IPR) of the data collected as well as deliverables produced for the Ministry/Department/Organization shall remain with the Ministry/Department/Organization. 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 his assignment or during the course of assignment for the Ministry without the express written consent of the Ministry. The consultant shall be bound to hand-over the entire set of records of assignment to the Ministry before the expiry of the contract and before the final payment is released by the Department.

9. **CONFLICT OF INTEREST**

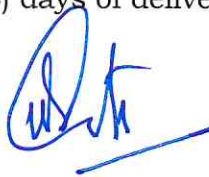
The Consultant appointed by the Ministry shall in no case represent or give opinion or advice to other in any matter which is adverse to the interest of the Ministry nor will he indulge in any activity outside the terms of the contractual assignment.

10. **TERMINATION OF ENGAGEMENT**

Ministry reserves the right to terminate the engagement forthwith in following conditions:

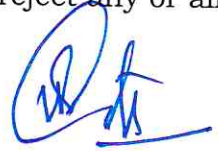
- (i) The Consultant is unable to address the assigned work;
- (ii) Quality of the work is not found to the satisfaction of the Department;
- (iii) The Consultant fails in timely achievement of the milestones as finally decided by the Ministry; and
- (iv) The consultant is found lacking in honesty and integrity.

Note: The Ministry reserves the right to terminate the engagement, by serving fifteen (15) days' written notice on the Consultant. Termination shall be affected on the day right after the completion of fifteen (15) days of delivery of such notice.



11. **RIGHTS OF THE MINISTRY**

The Ministry has the right to cancel the advertisement, and not go for engagement of Consultant, at any stage. At any stage, it may accept or reject any or all applications, without giving any reasons there for, whatsoever.



(Hausuanthang Guite)
Under Secretary to the Govt of India
Tel.: 011-23715327

To

1. The Under Secretary, CS-I Division, DoPT, Khan Market, New Delhi with request to upload the circular on DoPT's website.
2. The Deputy Director(Service), Department of Official Language with request to upload on their website.
3. In charge-NIC, Ministry of Power for uploading on the web-site of the Ministry.
4. AD(OL), Ministry of Power for information.
5. E-office Notice Board.

PROFORMA
Application for appointment of Consultant in Ministry of Power

1.	Name in full (Block Letters)				
2.	Date of Birth				
3.	Date of Superannuation from Govt. Service				
4.	Educational Qualifications				
5.	Complete Residential Address				
6.	Telephone/Mobile No.				
7.	E-mail ID				
8.	Position held since entry into service				
9.	Last pay drawn (Copies of LPC and PPO should be enclosed in case of retired Govt. servants)				
10.	Pension drawn (in case of retired Govt. servants)				
11.	Organisation where served and designation	Scale of Pay & Pay	From	To	Nature of work performed

11. Additional relevant information, if any, in support of your suitability for the said engagement. Attach a **separate sheet, if necessary.**

Name & Signature of the applicant:

Place:

Date: