

No. 11038/1/2022-Estt.
Government of India
Ministry of Housing & Urban Affairs
Directorate of Printing

Nirman Bhawan, New Delhi
Dated 23rd March, 2022


Office Memorandum

Subject: Engagement of retired Government officials in Level 12 of 7th CPC to be engaged as Consultant in Directorate of Printing, Nirman Bhawan, New Delhi -Regarding.

The undersigned is directed to enclose herewith this Directorate Vacancy Notice dated 23.03.2022 enclosing therewith three nos. Annexures.


2. It is requested that the vacancy notice alongwith annexures may be uploaded on the website of the Ministry of Housing & Urban Affairs.

Encl. : As above/


(Shesh Kumar) 23/3/22
Deputy Director(A-II)
Tele No.23061307

Copy to :

- (i) AD(CDN)- with the request to upload the vacancy notice in the website of Directorate of Printing.
- (ii) Assistant Controller(Admn.), Department of Publication, Civil Line, Delhi - with the request to upload the vacancy notice in the website of Department of Publication
- (iii) Deputy Controller(Admn.), GISO, Kolkata - with the request to upload the vacancy notice in the website of GISO


(Shesh Kumar) 23/3/22
Deputy Director(A-II)

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VACANCY NOTICE


Directorate of Printing(DoP), Ministry of Housing & Urban Affairs(MoHUA) require the services of one retired Govt. official in Level 12 of 7th CPC to be engaged as Consultant in Directorate of Printing, Nirman Bhawan, New Delhi.

2. The details including brief job-description, eligibility criteria, terms of reference, form of application etc. for engaging one number of Consultant are available in the website of Directorate of Printing (www.dop.nic.in); MoHUA(www.mohua.gov.in); Dept. of Publication (www.deptpub.nic.in) and GISO (www.giso.gov.in)

3. Directorate of Printing reserves all rights to accept or reject, in part/full, any or all the applications, without assigning any reasons, whatsoever. Last date for receipt of application is 15 days from the date of issue of this Vacancy Notice published in the newspaper. Applications received incomplete or after the due date, will not be considered.

4. The details of engagement of consultant are enclosed herewith. Interested retired Government officials, having good health and willing to work as Consultant in Directorate of Printing, Nirman Bhawan may submit their application in the enclosed format to the undersigned by e-mail/ post within 15 days from uploading of this vacancy notice at the following address within due date along with copy of PPO, LPC and APARs for the last three years:

	Shesh Kumar Deputy Director(A-II) Directorate of Printing Ministry of Housing and Urban Affairs Nirman Bhawan, New Delhi Email:shesh.kumar@nic.in
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(Shesh Kumar)²³
Deputy Director(A-II) 1/3/22

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Ministry of Housing & Urban Affairs
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Terms of Reference(TOR) for the Consultant

Post: Consultant - 01Post

Qualification and Experience :

Qualifications: Retired Government officials in Level 12 of 7th CPC.

Experience: Having good working knowledge and experience in handling legal matters, administrative, RTI, Public Grievances and service matters. The candidate should also be well versed with Drafting Counter affidavits/ written submissions and also good working knowledge of computer applications viz. MS Word, MS Excel and MS Power Point etc.

Age limit: Maximum of 62 years, as on the last date of application.

Duration: The initial engagement of Consultant would be for a period of one year, which is extendable upto 5 years or depending upon the requirement of Directorate of Printing and performance review of the consultant but shall not be extended beyond his / her attaining the age of 65 years. The engagement of Consultant would be on full-time basis and they would not be permitted to take up any other assignment in any organization during their tenure of Consultancy with DoP. The engagement of Consultant would be of a temporary nature and can be terminated without assigning any reason at any time by DoP by giving 15 days' notice in writing with the approval of the Director of Printing). In case Consultant desires to leave the assignment, he/she is to give one month's notice which can be curtailed depending upon the workload or recommendation of the Directorate of Printing.

Nature of work to be carried out by Consultant:

- i. examine the cases with the specific recommendations on appropriate course of action required in the cases referred to them;
- ii. ensure monitoring of disposal of works in time and suggest to take appropriate and adequate action to complete the procedure.
- iii. required to assist the officers/officials in briefing/discussing the court matters with the concerned Central Government Standing Counsel in the court cases;
- iv. examine the orders/judgements of CAT/Courts and advise of further course of action to be taken in respect of the matter;
- v. train the dealing staff/officers of the Directorate of Printing, i.e. Headquarters and GIPs to ensure capacity build-up to improve efficiency in handling the Court matters/ RTI/ PG Cases etc.

- vi. maintain copies of judgements/orders of the courts/CAT reached finality on different issues on service matters of Central Government employees;
- vii. assist Director (Printing) as and when required in the processing of court cases, and attending meetings on the review of court cases;
- viii. responsible for keeping official records in their safe custody. Any loss of the records under their custody will accrue to them; and
- ix. perform any other jobs/responsibility related to DoP as may be assigned, as and when required with the approval of competent authority.

Remuneration of Consultant :

Please refer to the guidelines and other conditions regulating the remuneration of Consultant's vide Dept. of Expenditure, Ministry of Finance O.M. dated 9th December, 2020. (Copy enclosed as Annexure-III).

