

No.24/4/2015-Admn.I

Government of India / भारत सरकार

Ministry of New & Renewable Energy / नवीन एवं नवीकरणीय ऊर्जा मंत्रालय

CGO Complex, Block No.14, Lodhi Road, New Delhi – 110003

EPBAX No. 24360707; Fax No. 24361298

Dated the 16<sup>th</sup> January, 2018

**CIRCULAR**

Ministry of New & Renewable Energy requires services of 3 Retired Government servants for appointment as Section Consultants with the following job description and qualifications:

**1. Job Requirements**

- Examination and processing of files to enable financial concurrence, coordinating replies to audit paras, monitoring of expenditures status etc. Timely clearance of numerous financial proposals of various Divisions relating to Grants-in-aid/subsidies to State Governments, State Nodal Agencies, Non-Govt Organizations and R&D Units etc.:
- Assisting in preparation of budget proposals/reports and background note on various subjects relating to the plan schemes of the Ministry:
- Monitoring/ proper utilization of funds as well as spending money as per plan/scheme:
- Having legal background to deal effectively with court cases/ CAT related issues:
- Conversant with service/finance (SR/FR) related matters/ preparation of RRs, maintenance of rota-quota and dealing with DoPT/UPSC/Staff Selection Commission.;
- Processing and coordinating matters relating to Parliament and its committees/dealing with parliament assurances, and other parliament related work including coordination with all related Ministries/ Departments for issues related to Parliament Questions/ Assurances, including Lok Sabha/ Rajya Sabha Secretariat and Parliament during the course of Parliament Sessions:
- Assisting in processing of relevant documents and follow up of procedures for deputations abroad, MoUs with various countries, facilitating bilateral and multilateral activities and other International Relation Cooperation activities:
- Assisting in processing of SFC/ EFC proposals:
- Assisting in preparation of correspondence, notes, agenda reports, minutes of meetings of relevant matters:
- Creation of data base for review/ monitoring of schemes:
- Assisting senior officers in various works.

**2. Essential Qualifications:**

- a. Bachelor's Degree from a recognized University or Institute:
- b. Retired Government employees (i) holding the post of Section Officer/equivalent and above and (ii) at least 5 years' experience in the required domain would be eligible for this position.

**3. Duration:**

Candidates selected will be appointed on contract basis for an initial period of one year. This term can be extended upto maximum 5 years depending on the performance of the candidate / need of the Ministry. However, the maximum duration of the contract will not be extended beyond five years.



**4. Age:**

- The maximum age limit shall be 64 years as on the last date of receipt of application i.e 15 days from the date of publication of this advertisement in the newspaper.
- The officers retiring as on or before the last date of receipt of application i.e 15 days from the date of publication of this advertisement in the newspaper shall be eligible for applying the said post.

**5. Fee:**

The consolidated fee shall be as follows:-

<b>Section Consultant retired as Section Officer and equivalent</b>	Rs. 35,000/- (Remuneration) + Rs. 2,000/- (Conveyance)
<b>Section Consultant retired as Under Secretary/equivalent and above</b>	Rs. 38,000/- (Remuneration) + Rs 2,000/- (Conveyance)

**6. Allowances:**

The consultants shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Personal Staff, CGHS, and Medical Reimbursement etc.

**7. Leave:**

Consultants shall be eligible for 8 days leave for engagement period of one year on pro-rata basis. Therefore, a Section Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on a pro-rata basis). Also, un-availed leaves in a calendar year cannot be carried forward to next calendar year. This Ministry would be free to terminate the services in case of absence of a Section Consultant by more than 15 days beyond the entitled leave in a calendar year.

**8.**

Interested candidates may send their CV in the prescribed format in **Annexure-I** (Copy enclosed) **alongwith proof of date of birth, educational qualification and a copy of Pension Payment Order** by e-mail / post within 15 days from publication of this vacancy in the newspaper at the following address.

Sh. Arvind Pokhriyal  
Under Secretary to the Govt. of India  
Block No. 14, CGO Complex,  
Lodhi Road, New Delhi - 110003  
Tel. No.: 011 - 24362621  
Email Address: arvind\_p@nic.in

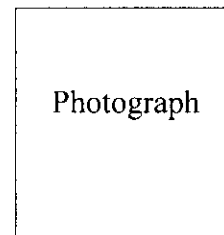


(Arvind Pokhriyal)  
**Under Secretary to the Govt. of India**

**Annexure-I**

**Appointment format for appointment as Section Consultant in the  
Ministry of New & Renewable Energy**

1. Name:
2. Father's Name:
3. Date of Birth:
4. Nationality:
5. Mailing Address:
6. Contact / Mob. No.:
7. Email Address:
8. Date of Retirement from Govt. Service:
9. Permanent Address:
10. Educational Qualification:



Sr. No.	Course	Subject	University/ Institute	Year of Passing	Division/Class

11. Work Experience:

Sr. No.	Organization/Institute	Period		Nature of Work	Remarks
		From	To		

12. Pension Payment Order No.:

Date & Place:

(Signature of applicant)