

No.26020/28/2019-Admin.I-Part (1)-6863
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Pension & pensioners' Welfare

3rd Floor, Lok Nayak Bhawan
Khan Market, New Delhi
Date: 01st January, 2024

CIRCULAR

Subject: Inviting applications from retired Central Government Employees (DS/US level of Central Govt. Ministries) for rendering their services as consultants on monthly basis in Department of Pension & Pensioners' Welfare-regarding.

It is proposed to engage retired personnel {DS/US level} of Central Govt. Service to render their services as Consultants in DoP&PW initially for one year for "Pensioners' Portal" Scheme as per details given below:

| | | |
|---|-------------------------|---|
| 1 | Name of the Post | Central Government Employees (DS/US level of Central Govt. Ministries) |
| 2 | Total vacancies | 01 |
| 3 | Period of engagement | One Year |
| 4 | Job Location | Lok Nayak Bhawan & Janpath Bhawan, New Delhi. |
| 5 | Eligibility Criterion | i. Officers retired in the pay Level- 11 & 12 from Central Govt. Ministries The candidate should preferably have 3 years experience of developing and maintaining the IT systems/ websites/portal. |
| 6 | Age Eligibility | Should be less than 63 years as on 31.12.2023. |
| 7 | Scope of Work | <ul style="list-style-type: none">• Developing, maintaining and technical up gradation of the CPENGRAM portal and its integration with Bhavishya portal so that the data available on Bhavishya portal is auto-populated, bringing easiness in filing of grievance by the Central Civil Pensioner on CPENGRAMS portal.• Integration of Pensioners' Portal and subsequent up keeping of the portal• Pensioners' Portal scheme & all related matters.• Handling of various Social Media Platforms viz. Facebook, Twitter etc., dealing with Press etc. |
| 8 | Remuneration | 1. For retired personnel {DS/US level} of Central Govt. |

| | | |
|----|--------------------------------------|--|
| | | <p>Service having central DA pay scale as per Department of Expenditure (DoE)'s OM dated 09.12.2020.</p> <p>Last pay drawn minus pension plus TA.</p> <ul style="list-style-type: none"> • The remuneration shall remain fixed during the tenure of consultancy. • Fixed amount of Transport Allowance for the purpose of commuting between the residence and the place or work shall be allowed not exceeding the rate applicable at the time of retirement excluding DA • No Dearness Allowance shall be payable. • No HRA shall be payable. |
| 9 | Leave | 1.5 paid leave for every month |
| 10 | Working Hours | <ul style="list-style-type: none"> • Normal Office timings from 9:00 AM to 5.30 PM. <p>May also have to devote more time than usual to meet the exigencies of work, if required.</p> |
| 11 | Terms of Engagement | The engagement will be on hire & fire basis which is purely dependent on their work performance. |
| 12 | How to apply | The applications in the prescribed format(complete in all respects) along with detailed CV with experience details and the requisite documents i.e. copy of PPO, Last Pay Certificate & Bank Details, Aadhaar Card & PAN Card to the following address: The Under Secretary (Admn.I), DOPPW, 3 rd Floor, Lok Nayak Bhawan, Khan Market, NewDelhi-110003 or email on-shashi.bhooshan.mcd@mcd.nic.in |
| 13 | Last date for receipt of application | 15 days from the date of issue of this Circular. |

01/10/2024

(Shashi B. Kumar)
Under Secretary to the Govt .of India
Tele:-24655523

Proforma for inviting applications from retired Personnel (Consultant)

| | | |
|----|---|--|
| 1 | Name of the retired personnel | |
| 2 | Last Designation held | |
| 3 | Name of the Department from where retired | |
| 4 | Date of retirement | |
| 5 | Qualification | |
| 6 | PPO No. | |
| 7 | Last Pay Drawn & Level | |
| 8 | Monthly Pension sanctioned | |
| 9 | Present Address | |
| 10 | Bank Account Details Name of Bank: Branch: Account no: IFSC Code: | |
| 11 | Contact no. | |
| 12 | Email id | |
| 13 | PAN No. | |

Documents required:

- I. PAN card
- II. Aadhaar Card
- III. PPO
- IV. Bank Details