

फाईल संख्या / File No. A-45011/02/2025-DGCD(Estt.)  
भारत सरकार / Government of India,  
गृह मंत्रालय / Ministry of Home Affairs,  
महानिदेशालय-अग्निशमन सेवा, नागरिक सुरक्षा एवं गृह रक्षक  
Directorate General Fire Service, Civil Defence & Home Guards  
स्थापना अनुभाग/Establishment Section

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पूर्वी खण्ड-7, तल-7  
East Block-VII, Level-VII  
आर.के.पुरम, नई दिल्ली-110066  
R.K. Puram, New Delhi-110066  
Dated: 26<sup>th</sup> March, 2025

**Circular**

**Subject: Engagement of 01 Retired Government Employees against the one vacant post of Assistant Section Officer in O/o DG FS, CD & HG — regarding.**

The office of DG FS, CD&HG an attached office of Ministry of Home Affairs, invites applications from retired Section Officer, Assistant Section Officer or equivalent of Central Government Ministries / Departments having experience of functioning in Government organizations

2. The details including brief job-description, eligibility criteria, terms of reference, form of application, etc. for engagement of 01 number of consultant is enclosed.
3. This office reserves the right to accept or reject in part or in fully any or all the responses without assigning any reasons whatsoever.
4. Last date for receipt of application is **15 days from the date of issue of circular** from the date of issue of circular. Applications received incomplete or after the due date will not be considered.
5. Intended retired Govt. employee, having good health and willing to work as consultants in the O/o DG FS, CD & HG may submit their applications to the undersigned at the following address within due date along with copy of PPO, LPC and other relevant documents or through email id [dgcd.estt@gmail.com](mailto:dgcd.estt@gmail.com).

Encl. As above.



(Romil Baaniya)  
DDG/HOO

To

1. Estt. Section of DG-FS, CD & HG.
2. Director National Fire Service College with the request to upload at their office Website.
3. Under Secretary, DM-III, with the request to uploading in their Website.

Internal :

1. Notice Board
2. Guard File

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1. **JOB DESCRIPTION:** 01 Assistant Section Officer Group "B" non gazette

<u>Essential Qualification</u>	<u>Work Experience/ Job Profile</u>
Retired at the Level of Section Officer, Assistant Section Officer or equivalent	i. Having good working computer knowledge and experience in Administrative/ Establishment/ Procurement procedure/ Secretariat matters, RTI, Court Cases, Parliamentary issues, Financial Matters, Audit & Accounting, PFMS, Govt. Financial Management System etc. ii. Any other work assign by the competent authority

2. **GENERAL REQUIREMENTS FOR CONSULTANTS :**

The candidate should have retired from Central Government Ministries / Departments having experience of functioning in Government bodies preferably in the concerned fields for the role of Consultant. The personnel who will retire by 31.03.2025 on attaining the age of superannuation are also eligible.

- Age: Born on or after 01.05.1961

3. **PERIOD OF ENGAGEMENT:** (Refer to letter no. 3-25/2020-EIIIA of MoF (DoE) dated 09/12/2020)

- 3.1 The initial engagement as Consultant would be for a period of one year, which may be extended beyond one year depending upon the requirement of O/o DG- FS,CD&HG and performance review of the consultants or **but shall not be extended beyond 5 years after superannuation.**
- 3.2 The engagement of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with other office.
- 3.3 The engagement of Consultants would be of a temporary nature against the tasks assigned. The engagement can be cancelled at any time by O/o DG FS,CD &HG without assigning any reason.

4. **REMUNERATION PAYABLE TO CONSULTANTS:** (Refer to letter no. 3-25/2020-EIIIA of MoF (DoE) dated 09/12/2020)

- 4.1 A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract. There will be no annual increment/percentage increase during the contract period.

4.2 No increment and Dearness Allowance shall be allowed during the term of the contract.

**5. PROCEDURE FOR SELECTION OF CONSULTANTS:**

Candidates meeting the conditions in Para-1 above shall be shortlisted based upon criteria formulated by O/o DG FS, CD & HG. The Communication shall be on the postal address given in the application and or through e-mail ID given by the Candidates.

**6. WORKING FACILITIES TO BE PROVIDED:**

6.1 Only the basic working facilities / infrastructure will be provided to the Consultants.

6.2 No Transport or Telephone / Internet facility at residence etc. shall be provided.

**7. OTHER ENTITLEMENTS OF CONSULTANTS: (Refer to letter no. 3-25/2020-E.IIIA of MoF (DoE) dated 09/12/2020)**

7.1 **LEAVE** : Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed.

7.2 **TA/DA** : No TA/DA shall be admissible for joining the assignment or on its completion. The Consultants would be entitled to draw TA/DA for work-related travel as per his/ her last entitlement at the time of retirement as per the Government norms, in case he/she is deputed for official work outside Delhi/NCR.

7.3 **ACCOMMODATION /HRA**: No accommodation or HRA will be provided.

7.4 **TRANSPORTATION ALLOWANCE**: An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However retired employees engaged as consultant may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

8. **CONFIDENTIALITY OF DATA AND DOCUMENTS** :- The Consultants shall not utilize or publish or disclose or part to third party any data or statistics or proceedings or information gathered during the course of this assignment without the written consent of MHA. The Consultant shall sign an agreement of confidentiality with the Government of India to this effect which shall contain a clause on Ethics and Integrity.

9. **WORKING HOURS**:- The Consultants shall have to work as per the working hours of MHA. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra

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remuneration or fee would be payable if work requires late sitting or coming on  
holidays.

**10. RIGHTS OF O/o DGFS,CD &HG:-** O/o DG-FS,CD & HG reserves the right to cancel and not to proceed in the matter for engagement of Consultants at any stage without giving any reason, whatsoever.

**11. TERMINATION OF ENGAGEMENT:-**

O/o DG FS,CD & HG may terminate the services of the Consultants, if:

- i. The Consultant is unable to accomplish the assigned works.
- ii. Quality of the accomplished work is not to the satisfaction of office. The Consultant fails in timely achievement of the milestones as decided by office.
- iii. The Consultant is found lacking in honesty and integrity.
- iv. Posting of a government official who could do the Consultant's job.
- v. The requirement of Consultant for the work assigned ceased to exist.
- vi. The undertaking given by the candidate is found false.
- vii. The consultant completes 5 years of retirement.

**12.** The services can be terminated by giving fifteen days' notice in writing from either side. The termination will be without prejudice to either party's rights accrued before termination.

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**APPLICATION FORMAT FOR CONSULTANT**

Annexure

1. Name in full (BLOCK LETTER)
2. Father's Name
3. Address for correspondence with Pin Code
4. Tel/Mobile No. & email id
5. Date of Birth & Date of superannuation from Govt. Service
6. Last post held at the time of retirement & Office
7. Name & address of last Office from which retired
8. PPO & LPC No.(copies to be attached)
9. APARS for the last three years(To be attached), If available
10. Last pay drawn at the time of retirement  
Pay level (as per pay matrix 7<sup>th</sup> CPC)-
11. Educational Qualification
12. Brief particulars of experience in Govt. Service (For the last 10 years) (Attach a separate sheet, if necessary)

Photograph (Self — attested with signature)
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Ministry/department / Organization	Post held	Period		Nature of Work
		From	To	

13. Details of present employment (Wherever applicable)
14. Additional relevant information, if any, in support of your suitability for the said engagement (Attach a separate sheet if necessary)

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of consultants. I also understand that action against me will be taken by the concerned authorities, if I am declared by them to be guilty of any type of misconduct mentioned herein.

Signature of candidate  
Name: \_\_\_\_\_

Place:  
Date: