

A-12036/01/2022-Admn. (e-2723)
Government of India
Ministry of Rural Development
Department of Land Resources

G-Wing, NBO Building,
Nirman Bhawan, New Delhi

Dated: 1st December, 2022

CIRCULAR

Subject: Advertisement for engagement of Consultants (15 Nos.) on short-term contract basis for a period of one year - reg.

The undersigned is directed to circulate herewith a copy of advertisement inviting applications from retired Government officers/ officials for their engagement as Consultant against various posts in the Department of Land Resources on short-term contract basis.

2. The details including eligibility criteria, selection modalities etc. are enclosed and the same is also available on the Department's Website [<https://dolr.gov.in>] . The Department of Land Resources reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.

3. Application form for Consultants on contract basis is also enclosed herewith. The last date for receipt of applications is **31st December, 2022**. Applications received after due date will not be considered.

Encl. : As above.



(Karam Chand)
Director (Admn.)

To

All Ministries/Departments of
the Government of India with the request to give wide publicity to all the eligible officers.

Copy to :

- ❖ NIC, DoRD/ NIC, DoLR - with the request to upload the advertisement on their respective websites.
- ❖ Under Secretary(Admn.), Department of Personnel & Training, North Block, New Delhi - with the request to direct the concerned to upload the advertisement on DoPT's website.

Dated: ^{1st} December, 2022

Advertisement for engagement of Consultants

Applications in the prescribed format (as per Annexure) are invited from eligible candidates for engagement as Consultants in the Department of Land Resources, Ministry of Rural Development, Nirman Bhawan/ CGO complex/ Shivaji Stadium Annexe Building, New Delhi on short-term contract basis as per details given below:-

1.	Name/ Number of Posts	Consultants equivalent to the following Posts : (i) PSO/ Sr. PPS - 03 (ii) Section Officer (S.O.) - 02 (iii) Private Secretary (P.S.) - 03 (iv) Seno Gr. 'C'/ PA - 04 (v) Steno Grade 'D' - 03 TOTAL - 15
2.	Period of Consultancy	Initially for one year or till the regular incumbent joins the post. The consultancy period may be extended at the discretion of the Competent Authority subject to functional requirement, performance appraisal, fitness of individual etc. However, the maximum period of engagement will be for a period of three years or upto 65 years of age, whichever is earlier.
3.	Job Location	Department of Land Resources Ministry of Rural Development, Nirman Bhawan/ CGO complex/ Shivaji Stadium Annexe Building, New Delhi.
4.	Eligibility Criteria & Experience	(i) <u>PSO/ Senior PPS</u> : Officers retired in the Pay Level-13 or, Level-12 of 7th CPC and above in the Central/ State Governments/ UTs/ PSUs/ Semi-Government/ Attached & Subordinate offices, Autonomous Bodies of the Government of India or Statutory Organizations and having the requisite experience in dealing with the processing of files mentioned below: Experience: (a) Knowledge of Stenography in English/Hindi. (b) Minimum Stenography speed of 80 wpm. (c) Worked with Senior Officers in the Central Government/ State Government/ Departments etc. (d) Well conversant in noting/drafting and managing the personal section of the senior officers. (e) Liaison and coordination in connection with conducting meetings and tasks assigned.