

URGENT/OUT TODAY

No. 25022/44/2015-F.CC
Government of India
Ministry of Home Affairs
Foreigners Division
Computer Cell

NDCC-II Building, Jai Singh Road,
New Delhi-110001.

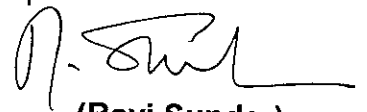
dated the 23rd March, 2016.

C I R C U L A R

Subject: Engagement of Consultant at the Advisory level on contract basis in Foreigners Division, Ministry of Home Affairs - Regarding.

Applications are invited from persons who have retired at the level of Director / Deputy Secretary from the Government of India and who are willing to serve as Consultant in this Division to perform duty as Advisory personnel. Applications will be processed and the selected person will be hired as per rules and procedures laid down in General Financial Rules (GFR) for engagement of Consultants. The Consultant so engaged will be paid monthly remuneration on the basis of **Last Pay drawn minus Pension plus DA (on the date of offer of appointment)**.

2. The details including eligibility criteria, proforma in which personal details need to be submitted is available on the website of Ministry of Home Affairs i.e. <http://mha.nic.in> .
3. Such retired Officers who are willing to be considered and have good health are requested to send their complete curriculum vitae to the undersigned by **31ST March 2016. jsf@nic.in / dsmpm-mha@nic.in / socc-mha@mha.gov.in.**
4. Interview call will be sent on e-mail address and over telephone.



(Ravi Sunder)
Deputy Secretary (Visa)

Copy to:-

1. Joint Secretary (Admn.), Ministry of Home Affairs, North Block, New Delhi.
- ✓ 2. SO(IT), MHA North Block with the request to arrange to upload on <http://mha.nic.in> and MHA website by TODAY.

PROFORMA

Application for engagement of Consultant in Foreigners Division, Ministry of Home Affairs

1	Name in full (Block Letter)	
2	Complete residential address With pin code No.	
3	Phone/Mobile No.	
4	Email. ID	
5	Educational Qualification	
6	Date of Superannuation from Govt. Service	
7	Designation and Office Address at the time of retirement	
8	PPO & LPC No.	
9	Brief Particulars of experience in Govt. Service	
10	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the term & conditions for engagement of Consultants.

(Signature of Candidate)

Place:

Date:

Terms & Conditions

1. Period of Engagement

The engagement shall be initially for a period of **one year**. The engagement can be extended from time to time upon the satisfactory performance of the Consultant or requirement of the Administration/Department with the approval of the Competent Authority.

2. Eligibility

Individuals who have retired from the Government of India at the level of Director/Deputy Secretary. The individuals having experience of working in the foreigners Division would be given preference.

3. Selection Procedure

The appointment will be purely on contract basis. The scrutiny of application will be carried out by the Ministry on the basis of working experience of individuals based on past record and interaction with a committee of the Ministry.

4. Remuneration

Consultants are to be hired as per rules laid down in GFR. GFR under Rules 163 to 177 provides procedures for engagement of consultants. Consultants so engaged will be paid monthly remuneration on the basis of **last pay drawn minus pension plus DA (on the date of offer of appointment)**

5. Scope of Duties

During the period of such engagement, the consultants would be required to handle issues relating to Indian Visa Policy, Overseas Citizen of India, Establishment, Financial, Vigilance, Parliamentary matters etc. and any other related work as assigned to them.

6. Leave

The Consultants would not be entitled to any kind of regular leave. However, they would be entitled to Casual Leave of 8 days in a calendar year, to be calculated on pro-rata basis.

7. Communication and Drafting Skill

Should have good communication and interpersonal skills with a strong flair for in depth handling of work assigned.

8. Office time and working hours

Engagement of Consultants would be on full time basis. Working hours shall be from 9.00 AM to 05.30 PM (From Monday to Friday). However, in exigencies of work, he may be required to sit late and he may be called on Sunday and other Gazetted Holidays.

9. Confidentiality of data and documents

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceeding or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

10. Conflict of interest

The Consultant appointed by the office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office.

11. Termination of service

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 15 days. In case, a Consultant desires to leave the assignment, he/she is to give 15 day's notice which can be curtailed/extended depending upon the workload.

12. Guidelines for the submission of the application

The duly completed application in prescribed proforma should reach this Ministry within a period of 15 days from the date of issue of this circular. Any application received after the above deadline will not be entertained. The application should be submitted with the following documents:-

- (a) Copy of retirement notification/order
- (b) Copy of PPO & LPC
- (c) Certificate in support of education qualification and experience