

No. II/21022/23(33)/2019-FCRA(MU)

Government of India
Ministry of Home Affairs
(Foreigners Division)

Major Dhyan Chand National Stadium
India Gate Circle, New Delhi - 110001

January 2020

CIRCULAR

SUBJECT: ENGAGEMENT OF RETIRED GOVERNMENT OFFICERS AT THE LEVEL OF SECTION OFFICER/ASSISTANT SECTION OFFICER.

Ministry of Home Affairs (Foreigners Division) invites applications from retired government officers at the level of Section Officers/Assistant Section Officers to engage on contract basis. The eligibility, remuneration, job description and other terms and conditions are given as under:-

a.	No. of personnel to be engaged.	:	20 (Twenty) (Number can be varied at the discretion of the competent authority)
b.	Period of Engagement	:	One year initially, which can be extended or shortened at the discretion of the Competent Authority.
c.	Other Eligibility	:	<ol style="list-style-type: none">1. An officer retired as (a) Section Officer/Accounts Officer or analogous post; (b) Assistant Section Officer/Sr. Accountant or analogous post with 10 years of regular service having well acquaintance with the functioning of Government/Ministries.2. The candidates having good knowledge of audit scrutiny and accounts will be preferred.3. Age should be below than 65 years.
d.	Remuneration	:	The remuneration will be paid as per the formula of last pay drawn minus pension plus DA at existing rate.
e.	Job description	:	<ol style="list-style-type: none">1. Scrutiny of applications, reports and returns received under the Foreign Contribution (Regulation) Act, 2010.

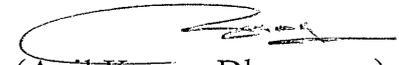
2. Any other work assigned by senior officers from time to time.

f. Terms and conditions for appointment:

- i) The consultant shall have to perform duties/services as assigned to him/her by his/her controlling officer with all necessary skills, diligence, efficiency and economy.
- ii) The consultant shall maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of contract, failing which the consultant will be liable for suitable action.
- iii) The normal working hours shall be from 9.00 am to 5.30 pm. However, in exigencies, he/she may be called for services on holidays or beyond normal working hours.
- iv) Place of work will be in the Foreigners Division, FCRA and FCRA (MU) Ministry of Home Affairs, Major Dhyan Chand National Stadium, New Delhi. However, the consultant can be placed any other building in Delhi, if situation warrants.
- v) No other facilities shall be provided. The person engaged on contract basis shall not be entitled to any other benefit like Provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits as available to the regular Government Servant.
- vi) The consultancy will start from the date he/she join the office.
- vii) The consultant will have to mark his attendance in Aadhar enabled Biometric Attendance System.
- viii) During the contract period, no other assignment/consultancy of any type will be accepted by the consultant.
- ix) No extra compensation will be paid apart from consolidated remuneration admissible even if a person attends office on holidays and work beyond normal office hours.
- x) Ministry can be terminated the services of officer/official any time giving one month's notice, if situation warrants, without assigning any reason thereof.
- xi) 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken.
- xii) The Consultant shall not be entitled to any TA/DA for joining the appointment.
- xiii) The Ministry of Home Affairs reserves the right to accept or reject in part or full or all the responses without assigning any reasons whatsoever.
- xiv) Decision of selection committee will be final and binding on all candidates.

g.	The application in the prescribed format enclosed as Annexure – II and complete in all respect should reach on or before 16 March 2020 by 5.00 p.m. to: The Under Secretary (MU) Ministry of Home Affairs Foreigners Division (Monitoring Unit) Room No. 1, First Floor, Major Dhyan Chand National Stadium, India Gate Circle, New Delhi – 110002. Email:
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2. Ministries/Departments, etc. are requested to give wide publicity in their respective Departments/Organisations and Sub-Ordinate Offices.


(Anil Kumar Dhasmana)

Under Secretary to the Government of India

Tel. : 2307 5204

Copy to:

1. All Ministries/Departments, PSUs, Universities, etc. for giving wide publicity.
2. The Under Secretary (IT) and NIC, MHA for uploading on MHA's website.
3. The Under Secretary, CS-I Section, Department of Personnel and Training, Lok Nayak Bhawan, Khan Market, New Delhi-110003 for uploading on their website.

Not on original

1. US(MU-II).
2. US(Admn), MHA.
3. US (Ad. III),MHA.
4. Sr. PPS to AS(F).
5. Director (MU-I).
6. Director (MU-II).
7. Director (FC).
8. Deputy Secretary (FC).

APPLICATION FORMAT FOR APPOINTMENT OF CONSULTANT IN
FCRA (MONITORING UNIT), FOREIGNERS DIVISION, MHA

1.	Name		Photograph	
2.	Father's Name			
3.	Date of Birth			
4.	Nationality			
5.	Mailing Address (with Telephone/Mobile No.) and Email ID			
6.	PPO No. and other details			
7.	Permanent Address			
8.	Educational Qualification			
9.	Details of Experience (Add a separate sheet, if required)			
	Organization/ Institute	Period From To	Nature of Work	Remarks
10.	Reference	1. 2.		

Signature.....

Date.....