

No. 22003/03/2018-CIS-II

Government of India
Ministry of Home Affairs
CIS Division

35022, Kartavya Bhawan-3, New Delhi,
Dated the 2nd February, 2026

Circular

Subject: Engagement of Consultant in I4C, MHA – regarding.

Indian Cyber Coordination Centre (I4C), Ministry of Home Affairs, NDCC-II Building, Jai Singh Road, New Delhi invites applications from the retired officers of Central Government Ministries / Departments belonging to all the Organized Accounts Services(Civil, Defence, Railway, P & T and IA & AS) having experience of functioning in Government accounting organizations, preferably in Pay & Accounts Offices. The personnel who will be retired on 28.02.2026, on attaining the age of superannuation/voluntarily are also eligible.

2. The engagement shall strictly be governed under DoE's OM No. 3-25/2020-E.III dated 09.12.2020.

3. The details including brief job-description, eligibility criteria, terms of reference, form of application etc. for engagement of 01 consultant are available on MHA's website (www.mha.gov.in) and DoPT's website (www.dopt.gov.in).

4. I4C, MHA reserves the right to accept or reject in part or in fully any or all the responses without assigning, any reasons whatsoever.

5. The last date for receipt of application is 30 days from the date of issue of this Circular and uploading in the MHA's website (excluding the date of uploading), whichever is later. Applications received incomplete or after the due date will not be considered.

6. Intended retired officers, born on or after 01.01.1963, having good health and willing to work as consultant in I4C, MHA may submit their application through e-mail at robinsebastian@gov.in. OR gouthamkumar.kandle@gov.in OR at the following address, within due date along with copy of PPO & LPC:

Assistant Commandant(Admn),
Indian Cyber Coordination Centre(I4C)
Ministry of Home Affairs,
5th Floor, NDCC-II Building,
Jai Singh Road, New Delhi-110001

Encl: Annexure-I & II



(Sobeer Singh)
Under Secretary (Cyber Crime)
Tele: 24010223

To,

1. The Sr. Lt. Controller General of Defence Accounts(Admin), Office of the Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantt. 110010.

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2. The Principal Executive Director (Accounts), Railway, Room No.423-E, Rail Bhawan, Rafi Marg, New Delhi-110001.
3. The Sr. Dy. Accountant General (Administration & Accounts), O/o the Comptroller & Auditor General of Accounts, Pockewt-9, Pandit Deendayal Upadhyay Marg, New Delhi.
4. The Dy. Director General (Finance), Indian Post & Telecommunication Accounts & Finance Services, Department of Telecommunications, Sanchar Bhawan, 20 Ashoka Road, New Delhi-110001.
5. The Sr. Accounts Officer(Admn), O/o the Controller General of Accounts, Department of Expenditure, M/o Finance, Room No. 203 & 204, 2nd Floor, Mahalekha Nyantrak Bhawan, Block-E, GPO Complex, INA, New Delhi-110023
6. NIC Cell of MHA for up-loading on the website of MHA.
7. Under Secretary, CS-I Section, DoPT, Lok Nayak Bhawan, Khan Market, New Delhi for uploading in their Website.

Copy to: The Chief Executive Officer(I4C), 5th Floor, NDCC-II Building, Jai Singh Road, New Delhi-110001 with reference to their OM dated 27.11.2025.

INDIAN CYBER COOEDINATION CENTRE(I4C)
Ministry of Home Affairs

1. JOB DESCRIPTION :

Essential Qualification.	Work Experience/ Job Profile
Retired at the level of Assistant Controller of Accounts/Sr. Accounts Officer/Accounts Officer from Organized Accounts Services in Level 10 of Pay Matrix as per 7 th CPC or in PB-III with GP Rs. 5,400 as per 6 th CPC.	Having good working computer knowledge and experience in Financial Matters, Audit & Accounting, Budgeting, PFMS, Govt. Financial Management System etc.

2. PERIOD OF ENGAGEMENT:

2.1 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 I4C, MHA and performance review of the consultants.

2.2 The engagement of Consultant would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with MHA.

2.3 The engagement of Consultant would be of a temporary nature against the tasks assigned. The engagement can be cancelled at any time by MHA without assigning any reason by giving a 15 days' notice.

3. GENERAL REQUIREMENTS FOR CONSULTANT :

3.1 The candidate should have retired from Central/State Government Ministries / Departments belonging to Organized Accounts Services having experience of functioning in Government Organizations preferably in the Pay & Accounts Offices. The personnel who will be retired on 28.02.2026, on attaining the age of superannuation/voluntarily are also eligible.

3.2 Age: Born on or after 01.01.1963

4. REMUNERATION PAYABLE TO CONSULTANTS :

- (a) A fixed monthly amount shall be paid as per DoE's OM dated 09.12.2020, arriving at by deducting the basic pension (gross) from the last basic pay drawn at the time of retirement;
- (b) Transportation allowance, without Dearness Allowance, being drawn at the time of retirement shall also be paid;
- (c) No increment and Dearness Allowance shall be allowed during the term of the contract.

5. PROCEDURE FOR SELECTION OF CONSULTANT :

Candidates meeting the conditions in Para-1 above shall be shortlisted based upon criteria formulated by I4C, MHA. The Communication shall be sent on the postal

address given in the application and /or through e-mail ID/Mb. Number given by the Candidates.

6. WORKING FACILITIES TO BE PROVIDED :

Only the basic working facilities / infrastructure will be provided to the Consultant. No Telephone / Internet facility at residence etc. shall be provided.

7. OTHER ENTITLEMENTS OF CONSULTANT :

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 Consultant 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 by MHA.

7.4 TRANSPORTATION ALLOWANCE

Fixed Transportation allowance, being drawn at the time of retirement, for the purpose of commuting between the residence and the place of work shall be paid. The amount so fixed shall remain unchanged during the term of appointment. No Dearness Allowance shall be admissible on the Transportation Allowance.

8. CONFIDENTIALITY OF DATA AND DOCUMENTS :

The Consultant 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 Consultant shall have to work as per the working hours of I4C, 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 remuneration or fee would be payable if work requires late sitting or coming on holidays.

10. RIGHTS OF I4C, MHA :

I4C, MHA reserves the right to cancel and not to proceed in the matter for engagement of Consultant at any stage without giving any reason, whatsoever.

11. TERMINATION OF ENGAGEMENT :

I4C, MHA may terminate the services of the Consultant , if:

- 11.1 The Consultant is unable to accomplish the assigned works.
- 11.2 Quality of the accomplished work is not to the satisfaction of I4C, MHA.
- 11.3 The Consultant fails in timely achievement of the milestones as decided by I4C, MHA.
- 11.4 The Consultant is found lacking in honesty and integrity.
- 11.5 Posting of a government official who could do the Consultant's job.
- 11.6 The requirement of Consultant for the work assigned ceased to exist.
- 11.7 The undertaking given by the candidate is found false.
- 11.8 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.

APPLICATION FORMAT FOR CONSULTANT

Photograph

(Self-attested with signature cross)

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
7. Name & address of last Office from which retired
8. PPO & LPC (copies to be attached)
9. Last pay drawn at the time of retirement

Pay level (as per pay matrix of 7th CPC)

10. Educational Qualification
11. Brief particulars of experience in Govt. Service (For the last 10 years)

(Attach a separate sheet, if necessary)

Ministry/department/Organisation	Post held	Period	Nature of Work
		From To	

12. Details of present employment

(Wherever applicable)

13. Additional relevant information, if any, in support of candidate's 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 consultant. I also understand that action against me will be taken by the concerned authorities, if I am declared guilty by them of any type of misconduct mentioned herein.

Signature of candidate
Name: _____

Place: _____

Date: _____