

22(14)/2016-Estt.
Government of India
Ministry of Steel
Establishment Division

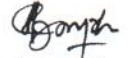
Udyog Bhawan, New Delhi
Dated July 11, 2016

CIRCULAR

Subject: Engagement of Consultants in Ministry of Steel

Ministry of Steel invites application from retired Joint Directors / Deputy Directors / Assistant Directors (OL) for engagement as Consultant (Hindi) on contract basis. The details including eligibility criteria, terms of reference etc and application forms are enclosed. The Ministry reserves the right to accept or reject in part or in full any or all of the responses received without assigning any reasons whatsoever.

2. The applications are to be sent to **Under Secretary (Establishment), 64, G-Wing, Ministry of Steel, Udyog Bhawan, Rafi Marg, New Delhi 110011**. Last date for submission of applications is July 27, 2016 up to 5:30PM. Applications received after due date will be summarily rejected.



(C.A. Joseph)

Under Secretary to the Govt. of India

Phone: 011-23061243

To

All Ministries/Departments of Government of India with a request to give the circular wide publicity in their offices

Copy to:

✓ Sr. Tech. Director, NIC, M/o Steel, for uploading of circular on M/o Steel website

**Terms of reference for application from individuals for engagement as consultant in
Ministry of Steel**

Post: Consultant (Hindi) (Two)

1. **Duty:** Translation of various documents from English to Hindi and vice versa.
2. **Eligibility criteria:** The Consultant proposed for engagement shall be well acquainted with the functioning of the Central Government Ministries / Departments. Persons retired from the post of Joint Director / Deputy Director / Assistant Director (OL) from Central Government Ministries / Departments having experience in the above field shall be given preference.
3. **Duration:** The candidate selected will be engaged purely on contractual basis initially for a period of six months. Further extension will be considered based on work performance and the need for the specified post. The maximum period of appointment will be for a period of three years or 65 years of age, whichever is earlier. The engagement of the contractual position may be terminated by the Ministry of Steel at any time without giving any reason.
4. **Age Limit:** Candidate should not be more than 65 years of age on the last date of application.
5. **Communication and Drafting Skill:** Should have good communication and interpersonal skills with a long flair for in depth handling of work relating to translation from English to Hindi and vice versa.
6. **Computer Literacy:** Proficiency in computer typing in Hindi script is desirable.
7. **Type of engagement:** The engagement will be purely on contract basis.
8. **Accommodation:** The Consultant needs to have own accommodation facility in Delhi or nearby places. No accommodation or House Rent will be provided by the Ministry.
9. **Remuneration and Terms of payment:** A consolidated fee of Rs. 40,000 will be paid to the Consultant. No other allowance will be admissible. The Income Tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment for which TDS certificate will be issued by the Ministry.
10. **Confidentiality of data and documents:** The Intellectual Property Rights of the data collected as well as the deliverables produced for the Department shall remain with the

Department. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment from the Department, without the express written consent of the Department. The Consultant shall be bound to hand-over the entire set of records of assignment to the Ministry before the expiry of contract and before the final payment is released by the Ministry.

11. **Conflict of interest:** The Consultants engaged by the Ministry shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this Ministry.
12. **Working hours:** The Consultant shall be required to observe the normal office timings and may also be called upon to attend the office on holidays and after office hours in case of exigencies of the work. He/she will be required to mark attendance in Aadhaar Enabled Biometric Attendance mandatorily, whose failure may result in deduction of remuneration
13. **Leave:** The Consultant shall be entitled to avail 8 days of leave in a calendar year on pro rate basis. Remuneration will be deducted in case of absence beyond 8 days in a calendar year. The un-availed leave can neither be carried forwarded nor be encashed.

APPLICATION FORM FOR THE POST OF CONSULTANT IN MINISTRY OF STEEL

1.	NAME	:
2.	FATHER'S NAME	:
3.	PRESENT ADDRESS	:
4.	DATE OF BIRTH: DD/MM/YYYY	:
5.	CONTACT NO.	:
6.	EMAIL ADDRESS	:
7.	DATE OF RETIREMENT FROM GOVT. SERVICE	:
8.	EDUCATIONAL QUALIFICATION	:
9.	COMPUTER PROFICIENCY	:
10.	BRIEF PARTICULARS OF SERVICE WITH NATURE OF DUTIES PERFORMED	
11.	ADDITIONAL INFORMATION, IF ANY, IN SUPPORT OF YOUR SUITABILITY FOR THE POST	

This is to certify that

- no disciplinary/criminal proceedings are pending against me on the date of application
- the information given above is true to the best of my knowledge and belief. The supporting documents would be made available on demand.
- I have read the Terms of Reference and agree to fulfill all the conditions mentioned in that.

Yours faithfully.

Date:
Place:

Signature: _____
Full Name: _____

Details of experience

Period (Most recent first)	Name of Office / Organization	Post, Remuneration or pay band(with grade pay, if applicable)	Description of duties performed

Name: _____

Signature: _____