

भारतीय डाक विभाग  
DEPARTMENT OF POSTS INDIA  
मुख्य पोस्टमास्टर जनरल कार्यालय, केरल परिमंडल, तिरुवनंतपुरम – 695 033  
Office of the Chief Postmaster General, Kerala Circle, Thiruvananthapuram-695033

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**NOTIFICATION**

No.ST/1/13-2/2018

dated at Trivandrum, the **13**.05.2020

Sub: Engagement of retired Government Employees as Consultant in Chief PMG's  
Secretariat, Thiruvananthapuram – reg

The Chief Postmaster General, Kerala Circle, Thiruvananthapuram – 695033 invites application from the eligible Central Government Employees retired from the Post of Sr.Private Secretary satisfying the following conditions for engagement as consultant in Chief PMG's Secretariat, Kerala Circle, Thiruvananthapuram.

| SL. No | Name of Post                           | No.of vacancy | Eligibility Criteria, Experience & Period of Engagement  | Age Limit                                     | Remuneration Per Month      |
|--------|--|---------------|--|---|-----------------------------|
| 1.     | Consultant in Chief PMG's Secretariat. | 1 (one)       | Retired Government Servant. The candidate should have worked for a minimum period of three years in Level 9 of pay matrix in Stenographer Grade. | Should not have attained the age of 65 years. | Rs.26,550/- + prevailing DA |

**2. General Terms and Conditions**

**Part-A**

- i. Candidate should not have been retired voluntarily or as a matter of punishment.
- ii. Should possess working knowledge of computer and have an inclination to work without the assistance of the supporting staff.

**Part – B**

- i. Period of engagement

The period of consultancy is for a period of one year. The tenure of short term contract can be reduced or terminated at any time as per Para- B(xi).

- ii. Selection Procedure

The engagement will be purely on short term contract basis. Application received in response to the advertisement will be shortlisted on the basis of experience and qualification of applicants. Consultants will be selected from shortlisted candidates.

iii. Remuneration: As stated in Eligibility Criteria & Remuneration.

iv. Scope of Duties

During the period of such engagement, the Consultants should be required to perform any work as assigned to them by the Department in which they would be posted to work as Consultant.

v. Leave

The Consultant 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.

vi. TA/DA

No TA/DA is admissible for joining the assignment or on its completion. However, reimbursement of conveyance charges incurred in performing duty shall be permitted on the same terms and conditions as admissible to serving officers of equivalent rank under the Delegation of Financial Power Rules.

vii. Office time and working hours

Engagement of Consultants would be on full time basis. Working hours shall be from 9.00 AM to 5.30 PM during working days including half an hour lunch break from 1.00 PM to 1.30PM. They will not be allowed to take any other assignment during the period of contractual engagement. The Consultants may be called on Saturday/Sunday/other Gazetted holidays, if required, for which no additional remuneration will be paid.

viii. Tax deduction at Source

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 the office will issue TDS certificate.

ix. 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 proceedings 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. The consultant should also enter into a non-disclosure agreement with the Department.

x. Conflict of interest

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

xi. Termination of service

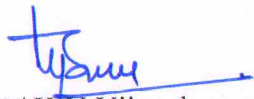
The contractual appointment may be terminated at any time by the concerned Division for unsatisfactory performance on notice of 10 days and in the case of any misconduct including, but not limited to, misappropriation, negligence or causing loss to Government, without any prior notice. If a consultant wants to quit the job, he/she may do so by giving a 15 days' notice. The Department may enhance this notice period for further 15 days, if necessary.

xii. Guidelines for the submission of the application

The duly completed application in prescribed proforma at Annexure-I should be sent to email ID [apmgstaff.keralapost@gmail.com](mailto:apmgstaff.keralapost@gmail.com) by **30.05.2020** with subject bearing "Application for consultant in Chief PMG's Secretariat". No other mean of submission of application will be entertained. Any application received after the last date of submission will not be entertained. The application should be submitted with the following self-attested scanned documents in PDF format.

- a) Copy of retirement notification
- b) Copy of Pension Payment Order (PPO)
- c) Certificate in support of experience

xiii. The professional liability insurance will be as per Para-6.26(vii) of Manual of procurement of consultancy and other services -2017. This engagement will be regulated as per the instructions on the subject.

  
(के.वी.विजयकुमार/ K.V.Vijayakumar)  
सहायक पोस्टमास्टर जनरल(स्टाफ)  
Assistant Postmaster General(Staff)

**PROFORMA****Application for engagement of Consultant in the Department of Posts**

|     |   |              |                          |    |                                       |                       |  |
|-----|---|--------------|--------------------------|----|---------------------------------------|-----------------------|--|
| 1.  | Application for the Consultant Post of:-  |              |                          |    |                                       |                       |  |
| 2.  | Name in full (Block letter)   |              |                          |    |                                       |                       |  |
| 3.  | Date of Birth   |              |                          |    |                                       |                       |  |
| 4.  | Mobile Number<br>Other Contact Number   |              |                          |    |                                       |                       |  |
| 5.  | Date of superannuation from<br>Govt.Service   |              |                          |    |                                       |                       |  |
| 6.  | Experience in Level 9 of Stenographer<br>Cadre  |              |                          |    |                                       |                       |  |
| 7.  | PPO No. (Enclose Xerox Copy)  |              |                          |    |                                       |                       |  |
| 8.  | Complete residential address  |              |                          |    |                                       |                       |  |
| 9.  | Office address at the time of Retirement  |              |                          |    |                                       |                       |  |
| 10. | Whether Medically fit   | Yes          | <input type="checkbox"/> | No | <input type="checkbox"/>              |                       |  |
| 11. | Valid E-mail ID<br>(shortlisted candidates will be intimated<br>through e-mail)   |              |                          |    |                                       |                       |  |
| 12. | Brief particulars of experience in<br>Govt.Service during last five years, just<br>before retirement                                    | Post<br>Held | From                     | To | PB/GP (pre-<br>revised)/Pay<br>matrix | Area of<br>experience |  |
|     |   |              |                          |    |                                       |                       |  |
| 13. | Experience related information, in<br>support of your suitability for the said<br>engagement, attach a separate sheet, if<br>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 terms and conditions for engagement of Consultant.

(Signature of the Candidate)

Place:

Date: