

No. 21/7/2023-CS.I(Coord.)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
(CS.I Division)

2<sup>nd</sup> Floor, 'A' Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated the 16<sup>th</sup> February, 2023

**OFFICE MEMORANDUM**

**Sub: Vacancy Circular (VC) for filling up the post of Consultant in Union Public Service Commission on contract basis- Regarding.**

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Reference is invited to Union Public Service Commission's Circular No.A-41020/01/2023-Admn.III dated 09.02.2023 inviting applications for engagement of Consultants on Contract basis in Union Public Service Commission. The last date of submission of the application is 28.02.2023, as mentioned in Circular of Union Public Service Commission.

2. **In case of any further clarification, applicants are requested to contact the concerned Ministry/ Department/ Office directly.**

  
(Sunil Kumar)

Under Secretary to the Govt. of India

To (through DoPT's website): (For Retired CSS Officers)

**No. A-41020/01/2023-Admn.III**  
Union Public Service Commission  
(Administration-III Section)  
Dholpur House, Shahjahan Road,  
New Delhi - 110069.

**Dated: 09<sup>th</sup> February, 2023**

**Circular**

**Subject: - Engagement of Retired Central Government Servants on contract basis at Assistant Section Officer Level Consultants in the Office of Union Public Service Commission- reg.**

Union Public Service Commission invites applications from the Central Govt. servants **who have retired or will retire by 28.02.2023** as Assistant Section Officers or equivalent-level from any Ministry/ Department or its attached/ subordinate offices for preparation of panel for engagement as Consultants at Assistant Section Officer Level in the Office of UPSC as under:

No. of Consultants Positions	Age Limit (as on 1.02.2023)	Eligibility	Remuneration Per month
27 (Twenty Seven) ASO Level Consultants	Should not have attained the age of 62 years	a. Should have retired as Assistant Section Officer or equivalent level from any Ministry/ Department or its attached or subordinate offices of Central Govt. b. Should have sound knowledge of Service Rules, Regulations, Noting & Drafting c. Should have working knowledge of computer application required in day to day functioning of office.	To be calculated by deducting the pension from the Basic Pay drawn at the time of retirement. The Consultant shall also be entitled for Transport Allowance at the rate applicable to him/her at the time of retirement

2. Interested candidates, who fulfill the eligibility criteria, may submit their applications in the prescribed proforma in sealed cover super-scribed "**Application for engagement as Consultant (Assistant Section Officer Level) on contract basis in UPSC**" which should reach this office latest by **28/02/2023**, at the following address:-

**UNDER SECRETARY (ADMN.),  
R.No. 211, ANNEXE BUILDING  
UNION PUBLIC SERVICE COMMISSION,  
DHOLPUR HOUSE, SHAHJAHAN ROAD,  
NEW DELHI - 110069.**



**(Shyam Kumar)  
Under Secretary (Admn.)  
Union Public Service Commission**

To,

1. All Ministries/ Departments of Government of India.
2. All Notice Boards of UPSC

Copy to:-

- (i) Under Secretary, CS.I Section, DoP&T, Lok Bhawan, Khan Market, New Delhi- 110003 with request to upload this circular on the website of DoP&T.
- (ii) Web Cell for uploading this circular on the website of upsc.gov.in

**Proforma**

Application for engagement of Assistant Section Officer Level Consultant in the office of UPSC

1	Name in full (Block letters)						
2	Educational Qualifications						
3	Date of Birth						
4	Date of superannuation from Govt. service						
5	AADHAR No (Enclose Xerox Copy)						
6	PAN No (Enclose Xerox Copy)						
7	PPO No (Enclose Xerox Copy)						
8	Complete residential address						
9	Mobile Number						
10	E-mail I.D						
11	Last Office's address (at the time of retirement)						
12	Brief particulars of experience in Govt. service during last five years, just before retirement	Post held	From	To	Pay Level	Area of Experience*	Last Pay Drawn and Basic Pension
					PB/GP		
13	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.						

\* As regard Area of Experience, if required, separate sheets may be attached.

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 the Candidate)

Place:

Date:

## Terms & Conditions

### 1. Period of engagement

The engagement shall be initially for a period of one year which may be extended/curtailed depending upon the performance of the Consultant or functional requirement of the Office.

### 2. Selection Procedure

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

» UPSC reserves the right to reject any application without mentioning any reason.

### 3. Remuneration

A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract and there will be no annual increment / percentage increase during the contract period. No DA/HRA, residential accommodation shall be admissible.

### 4. Transport Allowance

An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement.

No TA/DA is admissible for joining the assignment or on its completion. However, they will be entitled to draw TA/DA as per normal rules as applicable to any serving Officer of an equivalent rank in UPSC whenever they are required to travel outside Delhi in connection with the work of the Commission.

### 5. Leave

The Consultants will be entitled for the paid leave at the rate of 1.5 days for each complete month of service. Accumulation of leave beyond calendar year may not be allowed. In special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid.

### 6. Scope of Duties

During the period of such engagement, the Consultants would be required to perform the duties of a dealing hand. They will report to SO/US depending upon the task assigned by the branch concerned.

### 7. 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.

8. **Office time and working hours**

Engagement of Consultants would be on full time basis. Working hours shall be from 9.30AM to 6.00PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The Consultants may be called for duty on Saturday/Sunday/other Gazetted holidays, if required.

» **The consultant will be required to mark his/her attendance in Bio-metric System or in the attendance register.**

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 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.

10. **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 adverse to the interest of this office. No Consultant would be permitted to take up any other assignment during the period of Consultancy.

11. **Termination of service**

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 07 days. In case, a Consultant desires to leave the assignment, he/she is to give 07 day's notice which can be curtailed/extended depending upon the workload.

» **In the event any Consultant is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.**

12. UPSC shall not be responsible for any loss, accident, damage; injury suffered by the Consultant whatsoever arising in or out of the execution of his work including travel.

13. **Guidelines for the submission of the application**

The duly completed application in prescribed proforma should be submitted so as to reach the office latest by **28/02/2023**. Any application received after the stipulated date will not be entertained. The application should be accompanied with the following documents:-

- a) Copy of retirement notification
- b) Copy of PPO
- c) Copy of Last Pay Certificate
- d) Copy of ID card – in case will be retiring by last date of receiving application.
- e) Copy of PAN card and AADHAR card- mandatory
- f) Copy of last two years' APARs