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A-42/6/2019-Estt.  
Government of India  
Ministry of Steel  
Establishment Division

Udyog Bhawan, New Delhi  
Dated July 8, 2019

CIRCULAR

Subject: Engagement of Consultants in Ministry of Steel

Ministry of Steel invites application from retired officials for engagement as Consultant 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, Maulana Azad Road, New Delhi 110011**. Last date for submission of applications is July 30, 2019 up to 5:30PM. Applications received after due date will be summarily rejected.

M. Jain.

(Mukesh Kumar Jain)  
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:

1. Sr. Tech. Director, NIC, M/o Steel, for uploading of circular on M/o Steel website
2. DoPT, with a request to upload the circular on DoPT website

W  
22/7/19

Sd/- Secy (OPA-20409)  
Sd/- (Admin) (OPA-20410)

Smt Saarang  
24/7/19 E/A

28802/Adm  
24/7/2019

### Terms of reference for engagement of Consultant in Ministry of Steel

1. **Duty:** Monitoring of Court Cases through LIMBS portal and any other work assigned by competent authority
2. **Desired qualification and experience:** Graduate. Preference will be given to candidate with LLB Degree. Experience in administrative and legal matters is preferred.
3. **Duration:** The engagement will be purely on contractual basis initially for a period of three months. Further extension will be considered based on work performance and the need for the specified post. The engagement of the contractual position may be terminated by the Ministry of Steel at any time without giving any reason.
4. **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.
5. **Remuneration and Terms of payment:** A consolidated amount not exceeding (Last pay – Pension) 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.
6. **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.
7. **Conflict of interest:** The Consultants engaged by the Ministry shall in no case represent or give option or advice to others in any matter which is adverse to the interest of this Ministry.
8. **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.
9. **Leave:** The Consultant shall be entitled to avail 8 days of leave in a calendar year on pro rata basis. Remuneration will be deducted in case of absence beyond 8 days in a calendar year. The un-availed leave can neither be carried forward nor be encashed.

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**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 AND DESIGNATION	:
8.	EDUCATIONAL QUALIFICATION	:
9.	COMPUTER PROFICIENCY	:
10.	BRIEF PARTICULARS OF SERVICE WITH NATURE OF DUTIES PERFORMED	:
11.	LAST PAY DRAWN	:
12.	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: \_\_\_\_\_

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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: \_\_\_\_\_

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