

F. No.A-12023/2/2022 VSP (A)
Government of India
Ministry of Law and Justice
Legislative Department
Vidhi Sahitya Prakashan

ILI building , Bhagwan Das Road, New Delhi
Dated the 26th October, 2022

CIRCULAR

Subject:- Engagement of 03 retired Central Government officers as Consultant in the Legislative Department, Ministry of Law and Justice, Vidhi Sahitya Prakashan purely on contractual basis- regarding.

It is proposed to engage 03 retired Central Government Officers to work as Consultant on full time basis in the Legislative Department, Ministry of Law and Justice VSP purely on contractual basis.

2. The eligibility criteria, terms and conditions and remuneration are as follows:-

	Number of consultants to be engaged	03 (three)
i	Eligibility condition	Officers retired pay Level-7 & above Central Government Department
ii	Scope of Work	All Administration, Establishment and accounts matters, Hospitality and procurement of goods and services though GeM. RTI matters, Parliament Questions.
iii	Period of engagement	The initial engagement as Consultant shall be for a period of one year, which may be extended, based on requirement of the Division, performance and health of Consultant(s) concerned.
iv	Job Location	VSP ILI Building, Bhangwan Dass Road, New Delhi
v	Remuneration	i. Fixed remuneration as per the directions of Ministry of Finance, DoE - Last pay drawn minus pension plus Transport Allowance admissible at the time of retirement ii. However, retired employees engaged as consultants may be allowed TA/DA on official

		<p>tour, if any, as per their entitlement at the time of their retirement.</p> <p>iii. No Dearness Allowance is payable.</p> <p>iv. No HRA, Provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits as available to be regular Government Servant. 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.</p>
vi	Leave	<p>1.5 days of paid leave for each completed month of service. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken. Accumulation of leave beyond a calendar year is not allowed.</p>
vii	Working hours	<p>i. Working hours shall be from 9:00 a.m. to 5:30 p.m. (Monday to Friday). No extra compensation will be paid apart from consolidated remuneration admissible even if a person attends office beyond normal office hours.</p> <p>ii. Will be required to work from home in any condition of lockdown/ Govt. Instructions</p>
Viii	Working experience	<p>i. All Establishment matters like appointment/promotion/pay fixation/MACP, Amendment of Recruitment Rules, Noting Drafting regarding establishment, Medical Bills, Leave Record, All Entries pertain Service Books, Tuition Fee, Hospitality, Telephone and other bills, Correspondence with Ministry and other Departments/UPSC/SSC, e-office, procurement of goods and services through GeM. RTI matters, Parliament Questions, LTC, Preparing of Salary bills, GPF bills, Medical Bills Publication bills, budget allocation etc.</p> <p>ii. Must have good working knowledge of computer (Ms Office/ E-Office/Internet/E-mail).</p>
ix	General Terms & Conditions	<p>i. Eligible retired officers should be in good health.</p> <p>ii. The Consultant should maintain absolute</p>

		<p>confidentiality and secrecy of the information handled by him/her during the contract and even after termination of Contract, failing which the Consultant will be liable for suitable action. For this, he/she is required to give a non- disclosure undertaking.</p> <p>iii. The consultant shall have to perform duties/ services as assigned to him/her by necessary skills, diligence, efficiency and economy.</p> <p>iv. The consultant shall not be entitled to any TA/DA for joining the appointment.</p> <p>v. Engagement may be terminated at any time by the competent authority without assigning any reason or notice.</p>
X	Last date for receipt of application	Interested and eligible candidates may submit their application in prescribed Performa available on the website within 21 days of publication of this advertisement in Newspaper.

3. The persons who fulfill the eligibility criteria as mentioned above and willing to work as consultant on the terms and conditions mentioned above, must submit their application, in the prescribed format enclosed as Annexure-I, to reach physically within 21 days of publication of this advertisement in Newspaper at the following address:-

Section Officer (Admin.)
Vidhi Sahitya Prakashan
Room No. 10, 1st Floor,
ILI Building,
Bhagwan Dass Road,
New Delhi-110001

4. Further, for selection purpose, decision of the Selection Committee will be final and binding on all candidates. Application received with incomplete information or received beyond the closing date/ time will not be considered and summarily rejected without any further communication.


26/10/22

(K. C. Joshi)
Section Officer (Admin.)
Tel:- 23386905

Annexure- I

Proforma for Engagement of Consultant in Legislative Department, Ministry of Law
and Justice, New Delhi

1.	Name			PHOTO	
2.	Father's Name /Husband's Name				
3.	Date of Birth				
4.	Nationality				
5.	E-mail ID with Telephone/Mobile No.				
6.	Date of Retirement and the post from which retired (enclosed copy of retirement order)				
7.	PPO Number (enclose copy)				
8.	Name of Ministry/Department from which retired				
9.	Address for communication				
10.	Educational Qualification				
11.	Details of Experience (Add a separate Sheet if required)				
	Organization/Institute	Period		Nature of Work	Remarks
		From	To		

Declaration

I, _____, do hereby declare that particulars furnished above are true and correct to the best of my knowledge. I understand and agree that in the event of any information being false/incorrect/incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be reject and I will be bound by the action of Ministry of Law and Justice. All the terms and conditions related to the post are acceptable to me.

Signature

Full Name of the applicant

Place:

Date: