

File No: A-41020/1/2020-O/O US PSP II-UD

Government of India
Ministry of Housing and Urban Affairs
(PSP Division)
<http://www.mohua.gov.in>

Nirman Bhawan New Delhi,
Dated the 24th November, 2020

NOTICE

PSP Division, Ministry of Housing and Urban Affairs requires services of One Retired Government Servant for appointment as non-official Consultants (Consultant-II) with the following job description and educational qualification:-

- I. Job requirement: As per detailed Terms of Reference at Annexure-I.
- II. Essential qualifications: Retired Government employees of Deputy Secretary / Director Level.
- III. **Duration:-**

Candidates selected will be appointed on contract basis for an initial period of one year. This term can be extended up to a maximum 5 years depending on the performance of the candidate / need of the Ministry of Housing and Urban Affairs. However, maximum duration of the contract will not be extended beyond five years.

IV. Fee (per month): Rs.55,000/- plus Rs.3,000/- towards local conveyance.

2. The details of engagement are enclosed herewith. Interested candidates may send their CV in the enclosed format **by e-mail / post within 15 days from publication of this vacancy at the following address:**

**Smt. C. V. Sarada, Under Secretary (PSP)
Room No. 217-C
Ministry of Housing and Urban Affairs,
Nirman Bhavan, New Delhi.
Tel.: 011-23061828.
Email: vs.chikkala@nic.in**

Government of India
Ministry of Housing and Urban Affairs
Nirman Bhawan, New Delhi
(PSP Division)
<http://www.mohua.gov.in>

Terms of reference (TOR) for the post of Consultant-II

Post : Consultant-II – 01 Post

Qualification and Experience

Qualifications: Retired Government officials of Deputy Secretary / Director level.

Experience: The candidate must have experience in handling legal administrative and service matters of Central Government offices such as framing / amending Recruitment Rules, drafting of Counter affidavits, preparation / examination of proposals from administrative / legal / financial angles etc.

Age Limit: Maximum of 63 years, as on the last date of application.

Nature of work to be carried out by Consultant-II:

- i. **The consultant-II will examine the cases with the specific recommendations on appropriate course of action required in the cases referred to them.**
- ii. **He will ensure disposal of works in time and take appropriate and adequate action to complete the procedure.**
- iii. **He will be required to assist the officers / officials in briefing / discussing the court matters with the concerned Central Government Standing Counsel in the Court cases.**
- iv. **He will also examine the orders / judgments of CAT / Courts and advise further course of action to be taken in respect of the matter.**
- v. **He will maintain copies of judgments / orders of the courts / CAT reached finality on different issues on service matters of Central Government employees.**
- vi. **He will be responsible for keeping official records in their safe custody. Any loss of the records under their custody will accrue to them.**
- vii. **Any other duty assigned by the Joint Secretary (PSP).**

Period of engagement and remuneration:

- a. **The engagement will purely be on contract basis, initially for a period of one year subject to satisfactory performance.**
- b. **Selected candidate on engagement shall be paid consolidated remuneration of Rs.55,000/- per month with local conveyance of Rs.3,000/-.**

Please paste your recent passport size photograph

Application for the post of Consultant-II

- i. **Name** :
- ii. **Address** :
-
- ...
- iii. **Mobile No.** :
- iv. **E-mail ID** :
- v. **Alternate Contact No.** :
- vi. **Date of Birth** :
- vii. **Age as on last date of application:**
- viii. **Experience:**

S. No.	Name of Department / Ministry	Status of organisation (Govt. / Auto. Body / Pvt. Org. / Any other)	Period from..... to.....	Salary drawn	Nature of Work
			Total period of experience years		

Curriculum Vitae

Application format for appointment as Consultant in the Ministry of Housing and Urban Affairs

1. Name -----
2. Father's Name-----
3. Date of Birth-----
4. Domicile-----
5. Nationality-----
6. Mailing Address (with Tel/Mob. And E-mail address)

7. Permanent address-----
8. Educational Qualification:

Sl.No.	Course	Subject	University/ Institute	Year of Passing	Division/ Class

9. Work Experience

Sl. No.	Organisation/ Institute	Period From To	Nature of Work	Remarks

10. Whether SC / ST / OBC : -----

11. Reference

- i. -----
- ii. -----

Signature

Date:

Government of India
Ministry of Housing and Urban Affairs
(PSP Division)
<http://www.mohua.gov.in>

Applications are invited for one Number of Consultant-II in PSP Division of the Ministry of Housing and Urban affairs on payment of a consolidated monthly fee of Rs.55,000/- plus Rs.3,000/- p.m. as local conveyance (for Consultant II) ranging. Full details of the vacancy circular are available on Ministry of Housing and Urban Affairs website www.mohua.gov.in under link <<http://mohua.gov.in/publication.php?sa=circulars.php>>

The last date for receipt of applications is 15 days from the date of publication of this vacancy.

