

F. No. A-41011/5/2014-Estt.  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Pharmaceuticals  
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Applications are invited for engagement of three retired officials for the work of PA/PS on contract basis with consultancy fee of Rs. 20,000/- per month from retired Central Govt. servants who have retired at the level of PA/PS or above. The work profile and responsibility would be equivalent to that a PA/PS in Central Government.

2. Applications in the prescribed format may be sent to Section Officer (Estt.) Department of Pharmaceuticals, Garage No.32, 'A' Wing, Shastri Bhawan, New Delhi-110001 latest by, 9<sup>th</sup> February, 2015. The application proforma and the details about the ibid Circular may be downloaded from the website of the Department: <http://pharmaceuticals.gov.in> or be obtained from this office on any working day.

(S.R. Meena)  
Under Secretary to the Govt. of India  
Tele: 23382096

F. No. A-41011/5/2014-Estt.  
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Shastri Bhawan, New Delhi  
Dated 19<sup>th</sup> January, 2015

**OFFICE MEMORANDUM**

Subject:- Engagement of retired officials as PA/PS in the Department of Pharmaceuticals-regarding.

It is proposed to engage three retired Government servants to work as full time Consultant with the following terms and conditions:-

- i. Must have retired from Central Government service at the level of PA/PS or above;
- ii. The consultants proposed for engagement should be well acquainted with short-hand, typing and the functioning of Central Government Ministries/Departments.
- iii. The work profile and responsibility would be equivalent to that of a PA/PS in Central Government.
- iv. The engagement shall be initially for a period of one year, or whenever regular incumbent are available whichever is earlier.
- v. The total working hours shall normally be from 09:00 AM to 05:30 PM during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to sit late and he may called on Saturday/Sunday and other Gazetted holidays.
- vi. Consultants shall be eligible for 08 days leave during the period of one year. However, unavailed leave cannot be carried forward, in case of extension beyond one year.
- vii. The engagement may be terminated at any time by the Government without assigning any reason by giving a notice of fifteen days.
- viii. The consolidated consultancy fee would be Rs. 20,000/- (Rupees Twenty Five Thousand only) per month. No other allowances admissible.

3. The persons who fulfill the eligibility criteria and are willing to offer their services as Consultant, may submit their applications in the prescribed proforma as in Annexure-I latest by 9<sup>th</sup> February, 2015 to Section Officer (Estt.), Department of Pharmaceuticals, Garage No.32, 'A' Wing, Shastri Bhawan, New Delhi-110001.

4. It is requested that Ministries/Department may give this circular a wide publicity among their staff and may bring it to the notice of their subordinate/Attached offices.

(S.R. Meena)  
Under Secretary to the Govt. of India

To

All Ministries/Departments of the Government of India  
Copy to: NIC, D/o Pharmaceuticals, for uploading this OM the website.

PROFORMA

Engagement of PA/PS as Consultant in Department of Pharmaceuticals, Shastri Bhawan, New Delhi-110001.

1.	Name				
2.	Date of Birth				
3.	Contact Number (Mobile)				
4.	Address for communication				
5.	Date of Joining Government Service				
6.	Date of retirement				
7.	Name of the Ministry/Department from which retired				
8.	Last Pay drawn (Pay in Pay band & Grade Pay)				
9.	Educational Qualification				
10.	Details of Knowledge in Computer				
11.	Brief particulars of Experience in the grade of Assistant and above		<table border="1"> <tr> <td>Ministry/Department</td> <td>Subject handled</td> </tr> </table>	Ministry/Department	Subject handled
Ministry/Department	Subject handled				

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.

(Signature of the Applicant)