

F.No.A-41011/05/2014-Estt.
Government of India
Ministry of Chemicals & Fertilizers
Department of Pharmaceuticals

Shastri Bhawan, New Delhi
Dated 11th May, 2016

OFFICE MEMORANDUM

Subject: Uploading of Tender Document for engagement of PA/PS as consultant in the
Department of Pharmaceuticals-regarding.

The undersigned is directed to enclose the tender document for engagement of
PA/PS as consultants for uploading on the Official Website of Department of
Pharmaceuticals.

2. You are, therefore, requested to upload this tender document on the Official
Website of Department of Pharmaceuticals.

(S.R. Meena)

Under Secretary to the Govt. of India

Ph: 23382096

Encl: As stated above.

To

Shri V.K. Tyagi
Consultant,
Department of Pharmaceuticals.

Shastri Bhawan, New Delhi
Dated 11th May, 2016

OFFICE MEMORANDUM

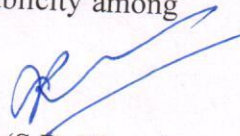
Subject:- Engagement of retire officials as Personal Assistant/Private Secretary in the Department of Pharmaceuticals-regarding.

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/PPS in Central Government.
- iv. The engagement shall be initially for a period of six months, 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 04 days leave during the period of six month. However, unavailed leave cannot be carried forward, in case of extension beyond six month.
- 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. 35,000/- (Rupees thirty Five Thousand only) for Private Secretary and Rs.30,000/- (Rupees Thirty Thousand Only) for Personal Assistant 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 24th May, 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	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)