



Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

Kashmere Gate, Delhi-110006

ENGAGEMENT OF RETIRED GOVERNMENT SERVANTS AS CONSULTANTS (Walk-in-Interview)

Indira Gandhi Delhi Technical University for Women (IGDTUW) intends to engage 03 retired/retiring Government Officers (preferably retired from Govt. of NCT Delhi) not exceeding 62 years as Consultants purely on contract basis for a period of one year or till filling up of vacancy on regular basis whichever is earlier. The detailed terms & conditions, emoluments, eligibility etc and application form are available at IGDTUW website "www.igdtuw.ac.in".

Interested retired/retiring Govt. servants along with application complete in all respect may report for walk-in-interview on **07 September 2022** at **09.00 AM** at Seminar Hall, First Floor, Administrative Block, IGDTUW, Kashmere Gate, Delhi-110006

Registrar, IGDTUW



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ENGAGEMENT OF RETIRED GOVERNMENT SERVANTS AS CONSULTANT

I COMMON TERMS & CONDITIONS

- (a) The officers should have been retired from a Government Departments/retiring upto September 2022.
- (b) He/she should not be more than 62 years of age on the closing date of the receipt of application.
- (c) He should be at least Graduate (preferably Post Graduate) and having good knowledge of computer and software operation.
- (d) The retired officers should be clear from vigilance angle.
- (e) The engagement of consultant shall be on full-time basis and they would not be permitted to take up any other assignment during the period of consultancy.
- (f) The engagement as consultant shall be initially for a period of one year which can be extended further subject to satisfactory performance. The Total period of engagement as consultant shall not exceed 5 years. In no case the consultant shall be allowed beyond five years. The maximum age limit of engagement as consultant shall be 65 years.
- (g) The Consultants shall not be entitled to any allowance such as House Rent Allowance, reimbursement of call charges of Residential Telephone/Mobile, Transport Facility, Residential Accommodation, Personal Staff, etc.
- (h) No TA/DA shall be admissible for joining the assignment or on its completion. Consultants shall not be allowed foreign travel at Government expenses. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work, if any, as per their entitlement as on the date of retirement.
- (j) Consultants shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on pro-rata basis). Also un-availed leave in a calendar year shall not be carried forward to next calendar year.
- (k) The other benefits and terms & conditions of engagement as consultant shall be governed as per the Office Memorandum No. F.20/4/2015-AC/204-248 dated 04.12.2015 issued by the Finance (Accounts) Department, Government of NCT of Delhi (copy enclosed) (copy available on the web site of the Finance Department, Government of NCT of Delhi).
- (l) The candidate/retired Government Officer applying for consultant shall require to submit the following documents (duly self attested) along with his application in prescribed application form.
- (i) Retirement Order
 - (ii) Proof of date of birth
 - (iii) Proof of Educational and Other qualification (from High School onwards with copy of mark sheets in ascending order)
 - (iv) Proof of Experience of administrative/establishment/store/purchase and other general administration work and working of the Offices & departments of the Govt. of NCT of Delhi (from the date of joining the Govt. Service to the date of retirement in ascending order with names of Departments/Offices where served).
 - (v) Vigilance clearance Report of the Retirement Time
 - (vi) Copy of Last Pay Certificate
 - (vii) Copy of Pension Payment Order
 - (viii) Copy of Aadhaar Card and address proof/ID
 - (ix) Copy of PAN Card

II ADDITIONAL REQUIREMENT SPECIFIC TO POSTS ARE MENTIONED

BELOW:-

1. CONSULTANT (BUILDING MAINTENANCE) PAY MATRIX LEVEL:12

- (a) He/she should have retired from the post sanctioned on Pay Matrix Level-12 and above.
- (b) The retired officers should have at least 05 years working experience in Pay Matrix Level-11&12. He/she should have served in Central Govt/ State Govt/ Govt. Of NCT of Delhi as Executive Engineer/ Assistant Engineer (Civil) with at least 5 years of service.
- (c) The Consultant shall be allowed to draw the last pay drawn on retirement less pension Plus DA as applicable on it only. However, the pay (basic pay less basic pension) shall not exceed the maximum cell pay of the Pay Matrix Level-12 as per 7th CPC.

2. CONSULTANT (ADMINISTRATION) PAY MATRIX LEVEL:10

- (a) He/she should have retired from the post sanctioned on Pay Matrix Level-10 or higher. Officers retired from the post sanctioned in Pay Matrix Level above-12 shall not be considered.
- (b) The retired officer should have at least 05 years working experience in pay Matrix Level - 10, 11 &12. He/she should be having good knowledge of GFR/FR-SR& service rules (i.e) CCS Leave Rules, LTC Rules, CPF Rules etc.etc.) /Conduct Rules/ Service Rules and administrative /establishment /Accounts /store /purchase and Supervises, trains and evaluates clerical staff responsible for processing and maintaining academic history files and records, updating information and furnishing reports; establishes work schedules and work assignments. Evaluates effectiveness of existing policies and procedures and recommends changes.
- (c) The Consultant shall be allowed to draw the last pay drawn on retirement less pension Plus DA as applicable on it only. However, the pay (basic pay Less basic pension) shall not exceed the maximum cell pay of the Pay matrix level-10.

3. CONSULTANT (ADMINISTRATION) PAY MATRIX LEVEL-8-

- (a) He/she should have retired from the post sanctioned on Pay Matrix Level-8 or higher. Officers retired from the post sanctioned in Pay Matrix Level 11 and above shall not be considered.
- (b) The retired officer should have at least 05 years working experience in pay Matrix Level 8, 9 and 10. He/she should be having good knowledge of GFR/FR-SR & service rules (i.e. CCS Leave Rules, CPF Rules LTC Rules etc.) /Conduct Rules/Service Rules and administrative/ establishment / Accounts/store/purchase.
- (c) The Consultant shall be allowed to draw the last pay drawn on retirement less pension Plus DA as applicable on it only. However, the pay (basic pay Less basic pension) shall not exceed the maximum cell pay of the /Pay matrix level-8.

Interested retired Govt. servants along with application complete in all respect may report for walk-in- interview on 07 September 2022 at 09:00 AM at Seminar Hall, First Floor, Administrative Block, IGDTUW, Kashmere Gate, Delhi-110006

In case of any query, contact 011-41063126 or 011-41063136.



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Application form for Retired/Retiring Government servants for engagement as Consultant against the post of Deputy Registrar & Section Officer on purely on contract basis for a period of one year (extendable up to the age of 65 years) or till filling of vacancy on regular basis whichever is earlier

Paste self
attested recent
passport size
photograph

1. Post Applied For (Name of the Post) :
2. Candidate's full name :
3. Father's Name :
4. Spouse Name :
5. Permanent Address :

6. Correspondence Address :

7. Mobile No. :
8. E-mail Address :
9. Date of Birth (self attested copy of proof of age to be attached) :
10. Age (As on the date of application) :
11. Nationality :
12. Sex :
13. Marital Status :
14. Category :
15. (a) Whether retired/retiring) :
- (b) Date of retirement, if retired (self attested copy of retirement order to be attached) :
- (c) Date of Retirement, if retiring :
16. Name of post held on retirement :
17. Scale of Pay/Pay Matrix Level at the time of retirement :
18. Full address of Department/Office from where retired & Tel No. :

Contd... Pg. 02

19. Educational Qualifications (Educational Qualifications (from High School onwards with copy of mark sheets in ascending order) self attested copies of proof of Educational & other qualifications to be attached):

Examination Passed	Name of Board/University	Name of School/College	Year of Passing	Div. & %	Subjects

20. Work Experience including present employer (if any) self attested copies of proof to be attached) Delhi (from the date of joining the Govt. Service to the date of retirement in ascending order with names of Departments/Offices where served) :

Sl. No.	Name of the post held	Scale of pay/Pay Matrix Level	Name of the Govt. Office/Department & Full Address with Telephone No.	Period		Total Period	Particular of main duties/nature of work performed.
				From	To		

21. Whether Vigilance Clearance report for retirement has been issued:

(If yes, please attach self attested copy.)

22. Whether Pension Payment Order has been issued:

(If yes, please attach self attested copy)

23. Copy of Last Pay Certificate issued by the Office from where retired.

(self attested copy to be attached)

24. PAN : (self attested copy to be attached)

25. Aadhaar Card No. (self attested copy to be attached)

I hereby declare that the information provided by me in the application form is true to the best of my knowledge and belief:

Place _____

(Signature of the Candidate)

Date _____

Name:

(Note: Separate page be attached where required)