

Government of India  
Ministry of Jal Shakti  
Department of Water Resources, River Development & Ganga Rejuvenation  
Central Water Commission

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3<sup>rd</sup> Floor (S), Sewa Bhawan  
R.K. Puram, New Delhi-110066  
Dated the                      June, 2020

**VACANCY CIRCULAR**

Subject: Engagement of retired Government officers as 'Consultant' on contract basis in Central Water Commission, Sewa Bhawan, R.K. Puram, New Delhi – inviting applications thereof –  
reg.

Central Water Commission, an attached office of the Department of Water Resources, River Development & Ganga Rejuvenation, Ministry of Jal Shakti, Sewa Bhawan, invites application from retired Government Officers/Officials in the rank of Section Officer or equivalent, for engagement as Consultant on contract basis.

2. The number of Consultants to be appointed on contract basis is one.
3. The eligibility, job description, remunerations and terms and conditions of the contract are as under

**Eligibility requirements:**

- a. The applicant should not have attained the age of 65 years on the closing date of applications and should be in good health for discharging his official duties effectively;
- b. The applicant should have retired from the rank of Section Officer (CSS)/Under Secretary (CSS)/Section Head or equivalent, from Central Government Ministries/Departments or their attached/subordinate offices;
- c. The Applicant should have substantive secretariat experience (noting/drafting/typing) in payment of pension (both retirement and family pension and related matters);
- d. The applicant should be fully conversant with Pension Rules.

**Period of engagement**

- e. Period of engagement will be initially for one year, from the date he/she join the office, which can be extended or curtailed at the discretion of the Competent Authority;

**Remuneration**

- f. The consultant shall be paid remuneration as per the formula of last pay drawn minus pension plus DA on existing rate. Mandatory deduction, if any, will be made. The remuneration for services rendered in the month shall be payable in subsequent month;

**Job Description**

- g. The consultant will be required to examine pension cases in the light of Central Government rules and regulation/Pension Rules;

**Terms and Conditions**

- h. During the contract period, no other assignment/consultancy of any type will be accepted by the consultant;
  - i. The consultant will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in the Department;
  - j. The consultant shall maintain absolute 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;
  - k. The consultant will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement as 'Consultant' in this Commission;
  - l. The normal working hours will be from 9.30 am to 6.00 pm. However, in exigencies, he/she may be called for services on holidays or beyond normal working hours, for which, no extra compensation, shall be admissible;
  - m. The consultant will have to mark his attendance in Aadhar enabled Biometric Attendance System;
  - n. The consultant will be eligible for 08 days leave during the period of one year subject to the approval of controlling officers;
  - o. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken.
  - p. CWC reserves the right to terminate a Consultant's engagement at any stage in the event of the serious failure to perform tasks assigned or on failure to observe any standards of conduct by giving one month's notice or pay in lieu thereof on either side;
  - q. CWC reserve the right to accept or reject in part or full or all the responses without assigning any reasons whatsoever;
  - r. Decision of Selection Committee will be final and binding on all applicant;
4. Interested and eligible candidates should apply at the following Email ID by 31<sup>st</sup> August, 2020: [estt4@gov.in](mailto:estt4@gov.in) along with the support documents. A hard copy of the application may also be sent to CWC at the following address: The Director (Admn.), Central Water Commission, Sewa Bhawan, R.K. Puram, New Delhi-110066. Incomplete applications or applications received after due date will be rejected.
5. Department of Water Resources, River Development and Ganga Rejuvenation is requested to give wide publicity in their respective Department/Organizations and attached and subordinate offices.

(Rahul Ranbir Singh)

Director (Admn)

☎ : 011-29583449

To

1. The Under Secretary (Admn), Department of Water Resources, River Development & Ganga Rejuvenation, Shram Shakti Bhawan, Rafi Marg, New Delhi 110001 for giving wide publicity.
2. CWC website.

Application for the post of Consultant on contract basis in Central Water Commission , Sewa Bhawan, R.K. Puram, New Delhi

1	Full Name (in Block Letters)		Photograph		
2	Date Birth				
3	Email ID				
4	Mobile Number				
5	Residential Address				
6	Educational Qualification				
7	Date of Superannuation/retirement				
8	PPO Number (Enclose a copy)				
9	Age as on the closing date (YY/MM)				
10	Post held at the time of retirement				
11	Organisation currently working, if any				
12	Organisation Superannuated from				
13	APAR grading during last five years				
14	Brief particulars of Experience in pension cases( a separate sheet may be annexed)				
	Name of Organisation	Post held	From	To	Nature of work
15	Training undergone related to Pension Work				

Note: Attach supporting documents (wherever available) in support of credentials

Undertaking:

1. 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. I have read this circular and accept all the terms and conditions for engagement of consultants.
2. I shall provide the references in respect of my assignments done in last three years as and when required.

Place:

Date:

(Signature of the Applicant)