

No.A-12034/4/2016-Admn.(L&DO) 1857  
Government of India  
Ministry of Housing and Urban Affairs  
Land & Development Office

Nirman Bhavan, New Delhi  
Dated: 18 July, 2017

The Dy. Director (Advertising),  
Dte. of Audio & Visual Publicity,  
M/o Information & Broadcasting,  
Room No. 289, 2<sup>nd</sup> Floor,  
Soochna Bhawan, CGO Complex,  
New Delhi-110003.

Sub:- Release of Advertisement in one widely circulated national daily English and Hindi newspapers regarding engagement of Consultants on contract basis in Land and Development Office, M/o Urban Development-regd.

Sir,

Approval of the competent authority is hereby conveyed for incurring the expenditure for publishing of the following advertisement in one national daily (English & Hindi) newspapers published from Delhi:

The Land & Development Office, Ministry of Housing and Urban Affairs, 6<sup>th</sup> Floor, Nirman Bhawan, New Delhi invite application within 10 days from eligible retired Central Government employees at the level of Section Officers/Assistants or equivalent to fill 03 posts of Consultants on contract basis. The details of eligibility, terms and conditions of engagement and Application Form etc. are available on L&DO's official website i.e. ldo.nic.in.

2. It is requested to publish immediately the above advertisement in a largely circulated national daily newspaper (Hindi & English) and bill raised to this office for payment.

  
( Rajanish Kumar Jha )  
Dy. Land & Development Officer  
Tel. 23061325 (O)

Copy alongwith a copy of Terms & Conditions to:

- ✓ 1. Shri Dr. N.Raveenderan, Technical Director, NIC, L&DO with a request to upload immediately the enclosed RFP on the official website of L&DO.
2. US (Admn.), Ministry of Housing and Urban affairs with a request to upload immediately the enclosed RFP on the official website of Ministry of Housing and Urban Affairs.

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Dated: 18 July, 2017

Sub: Engagement of Consultants on contract basis in Land & Development Office, Ministry of Housing and Urban Affairs— regarding.

The Land & Development Office proposes to engage 3 Consultants on contract basis. All Retired Central Government Officers who retired at the level of Section Officers/Assistants or equivalent, having good knowledge of administrative matter, Court Cases and well versed in computer are eligible to apply for the post. Applications are invited from the prospective applicants within 10 days from the date of release of this advertisement. The application form (Annexure-I) duly filled in and signed by the applicant may be sent to Dy.Land & Development Officer (Admn.), Land & Development Office, Ministry of Housing and Urban Affairs, Room No. 623, 6<sup>th</sup> Floor, 'A'-Wing, Nirman Bhawan, New Delhi-110011. The terms & conditions of engagement are as follows:

**(A) General conditions of engaging consultants:**

- (i) Retired Central Government Officers who retired at the level of Section Officers/ Assistants OR equivalent and possess graduation degree in any stream and having requisite experience as prescribed would be eligible for engagement as Consultants. However, the engagement as Consultant shall not be considered as a case of re-employment.
- (ii) Consultants would be engaged for a fixed period for providing high quality services to the Land & Development Office or for attending to specific and time bound jobs.
- (iii) The appointment of Consultant would be on full time basis and they would not be permitted to take up any other assignment during their engagement as Consultant in the Land & Development Office.
- (iv) The appointment of Consultant is temporary (non-official) in nature and the same can be cancelled at any time by the Competent Authority without assigning any reasons thereof.

**(B) Scope of work:**

- (i) Consultants shall deal with the day to day work of the office including Court Cases etc.
- (ii) Consultants should have good knowledge of Computer and be able to prepare noting and drafting independently.
- (iii) Any loss of the records under their custody will accrue to them.
- (iv) The functions of the Consultants in L&DO shall be of supportive nature in non- critical area.

**(C) Age Limite & Period of engagement:**

The maximum age limit for Consultants shall be 65 years. The selected candidates will be appointed for a period of one year which may be extended from time to time upto a maximum of 5 years depending on the performance of the Consultants/need of the office and with the approval of the Competent Authority. However, maximum duration of the contract will not be extended beyond 5 years.

Contd..2/-

  
(रजनीश कुमार झा/RAJANISH KUMAR JHA)  
उप भूमि एवं विकास अधिकारी  
Dy. Land & Development Officer  
भारत सरकार/Govt. of India  
राष्ट्रीय विकास मंत्रालय/M/o Urban Development  
भूमि एवं विकास कार्यालय/Land & Development Office  
निर्माण भवन, नई दिल्ली/Nirman Bhawan, New Delhi

**(D) Procedure of appointment:**

Procedure to be followed for selecting candidates for engagement as Consultant shall be within the framework of the provisions contained in Chapter VI, Procurement of Services, Rule 176 to 196 of the GFR, 2017.

**(E) Monthly Remuneration/Fee:**

(I)	Section Officer or equivalent (Retired)	-	Rs.25,000/-
(II)	Assistant or equivalent (Retired)	-	Rs.20,000/-

**(F) Leave:**

The Consultants are eligible for 12 days leave in a calendar year on pro-rata basis. Therefore, the Consultants will not be entitled for any remuneration/fees for his/her absence beyond 12 days in a calendar year calculated on pro-rata basis. Un-availed leave in a calendar year cannot be carried forward to next calendar year. This Office would be free to terminate the services in case of absence of a Consultant by more than 15 days beyond the entitled leave in a calendar year. The Gazetted/closed holidays are as per the order of Government of India.

**(G) TA/DA:**

No TA/DA shall be admissible for joining the assignment or on its completion. Consultants are not be allowed foreign travel at Government expenses.

**(H) Termination of Service:**

The services of the Consultants can be terminated at any time without assigning any reason and without giving any notice by the Competent Authority. If a Consultant desires to leave the assignment, he/she is to give 15 days prior notice which can be curtailed depending upon the workload or recommendations of the Competent Authority.

2. The Land & Development Office reserves the right to annul any clause of the advertisement without assigning any reason thereof.



( Rajanish Kumar Jha )  
Dy. Land & Development Officer  
Tele 23061325 (O)

(रजनीश कुमार झा/RAJANISH KUMAR JHA)  
उप-भूमि एवं विकास अधिकारी  
Dy. Land & Development Officer  
भारत, सरकार/Govt. of India  
शहरी विकास मंत्रालय/M/o Urban Development  
& Development Office  
निरमाण भवन, नई दिल्ली/Nirman Bhawan, New Delhi

To

1. The National Informatics Centre, Land & Development Office, Nirman Bhawan, New Delhi with a request to publish/upload the above advertisement /RFP immediately in the official web-site of L&DO.
2. The US (Admn.), Ministry of Housing and Urban Affairs with a request to publish/upload the above advertisement/ RFP immediately in the official web-site of Ministry of Housing and Urban Development..

- 1 Post applied for:
- 2 Date of Advt.
- 3 Full Name of applicant:(in Block Letters)
- 4 Father's Name
- 5 Date of Birth (in Christian era)
- 6 Domicile
- 7 Nationality
- 8 Address for correspondence along with Pin Code,  
Telephone No/Mobile No.& E-mail address (if any)
- 9 Permanent Address:
- 10 Educational Qualification:

S. No.	Course	Subjects	University/Board	Year of Passing	Division/ Class

11 Work Experience

S.No.	Ministry/Department/ Organisation	Period		Nature of work	Remarks
		From	To		

- 12 Proficiency of working on Computer:
- 13 Date of retirement from Govt. Service/Ministry/Deptt.
- 14 Post from which retired.
- 15 Last pay drawn at the time of retirement.
- 16 Details of disciplinary action faced during the service period, if any.

I, hereby undertake that all the statements given above are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect my candidature/appointment may be cancelled/terminated without any notice. I also declare that I am a Citizen of India by birth/domicile.

Place:

Signature of the candidate

Date:

Address