

A-12034/4/2017-Admn.(L&DO)/435  
Government of India  
Ministry of Urban Development  
Land & Development Office

Nirman Bhavan, New Delhi  
Dated 27 Apr 2018

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 08 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 and vigilance matter, Court Cases and well versed in computer are eligible to apply for the post. Preference will be given to the candidates having background of land related issues. Applications are invited from the prospective applicants within 15 days from the date of release of this advertisement in the News Paper. 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 possess graduation degree in any stream and having requisite experience as prescribed would be eligible for being engaged 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.
- (i) Any loss of the records under their custody will accrue to them.
- (ii) The functions of the Consultants in L&DO shall be of supportive nature in non- critical area.

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

The maximum age limit for Consultants shall be 65 years.

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

- (i) Section Officer or equivalent (Retired) - Rs.35,000+1500 (towards Local conveyance)
- (ii) Assistant or equivalent (Retired) - Rs.25,000+1500(towards Local conveyance)

## Annexure-I

- 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	Subject	University/Board	Year of Passing	Division/ Class

## 11 Work Experience

S.No.	Organization/Institution	Period		Nature of work	Remarks
		From	To		

- 12 Proficiency of working on Computer:
- 13 Date of retirement from Govt. Service/ Department/Ministry
- 14 Post from which retired.
- 15 Details of last pay drawn before retirement.
- 16 Details of disciplinary action faced during the service.

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

**(E) Leave:**

The Consultants are eligible for 08 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 08 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.

**(F) 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. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work at the following rates:

Consultant -I	TA- Reimbursement of Second AC Train Fare DA- Reimbursement of Hotel accommodation of upto Rs. 500/- per day; Reimbursement of travel charges of upto Rs. 100/- per diem for travel within the city and reimbursement of food bills not exceeding Rs. 150/- per day.
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**(G) Termination of Service:**

The services of the Consultants may be terminated by giving 15 days notice in writing by the concerned Division with the approval of Secretary(HUA). In case a Consultant desires to leave the assignment, he/she is to give one month's notice which can be curtailed depending upon the workload or recommendation of the Wing head.

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  
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