

No.A-1103/1/2013/IEO
Government of India
Independent Evaluation Office
Planning Commission

Vigyan Bhawan, New Delhi
Dated: December 17, 2013

Subject: - Appointment of retired employees as consultants on contract basis.

Independent Evaluation Office, Planning Commission requires services of retired central government servants for appointment as non-official consultants as mentioned below:

1. Supervisory level consultant

i. Essential Eligibility Criteria:

- Officers retired from central government departments as Director or equivalent posts.
- Extensive experience in office administration, finance, recruitment, organizing conferences & logistics, etc.;

ii. Desirable Eligibility Criteria:

- Past experience in establishing a new office
- Computer Literacy in windows, MS office and other basic software.

2. Subordinate level consultants

i. Essential Eligibility Criteria:

- Candidate retired from central government departments as Assistants or from a post with Grade pay of Rs.4600.
- Extensive experience in office administration, finance, accounts, procurement, payroll and file management, etc.;

ii. Desirable Eligibility Criteria:

- Computer Literacy in windows, MS office and other basic software.

3. Secretarial consultants

i. Essential Eligibility Criteria:

- Candidates retired as PA/PS/Stenos from central government departments.
- Excellent skill in shorthand and typewriting;
- Computer Literacy in windows, MS office and other basic software.

Duration: Candidates selected will be engaged on contract basis for an initial period of one year. This term can be extended up to maximum 5 years or age of 65 years whichever is earlier depending on the performance of the candidate/need of the IEO.

Fee: Monthly fee amounting to their Last Pay Drawn (Basic Pay +Grade Pay + DA drawn) – Basic pension subject to the ceiling of Rs.70,000. The candidate selected would continue to draw pension and dearness relief on pension during the period of their engagement as consultant.

Age Limit: Not exceeding 65 years.

Interested candidate may send their application in the enclosed format with CV and relevant documents by post at the following address so as to reach in the office by 15th January 2014 (17.30 hrs.) positively.

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Under Secretary (A&F)
Independent Evaluation Office,
Room No. 222-A, Vigyan Bhawan Annexe,
New Delhi - 110011

No email applications would be entertained.

FORMAT

Application for engagement as **CONSULTANT** in the Independent Evaluation Office, New Delhi.

- i. Name Mr./Mrs./Ms.....
- ii. Father’s Name
- iii. Date of Birth
- iv. Domicile.....
- v. Nationality.....
- vi. Mailing Address (with Tel. / Mob. No. & Email ID).....
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- vii. Permanent Address.....
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viii. Educational Qualifications:

Sl. No	Course	Subject(s)	University/Institute	Year of Passing	Division/class

ix. Work Experience (chronologically from the latest)

Sl. No	Organization/Institute	Experience	Nature of Work	Remarks

- x. Details of Publications, if any:.....
- xi. Experiences in statistical/data analysis software.....
- xii. Knowledge of other computer software.....
- xiii. Whether SC/ST/OBC.....
- xiv. Any other relevant information.....
- xv. Names & designation of last 3 Supervisors with their contact details (Mobile and Email IDs)
Supervisors-1.....
Supervisors-2.....
Supervisors-3.....

Date.....
Place.....

Signature