

**No.A-15011/03/2015-Ad.I  
Government of India  
Ministry of Corporate Affairs**

'A' Wing, 5<sup>th</sup> floor, Shastri Bhawan,  
New Delhi, dated the 28<sup>th</sup> April, 2017

**CIRCULAR**

**Subject: Engagement of retired Government servants as consultant on contract basis.**

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Ministry of Corporate Affairs invites application from retired Government servants of the level of **Section Officer/Under Secretary/Deputy Secretary/ Director** for engagement as consultants, for rendering assistance in handling establishment and related matters, as well as court cases arising out of it.

2. The Ministry of Corporate Affairs is the cadre controlling authority (CCA) for Indian Corporate Law Service (ICLS), and nine other Group 'B' and 'C' cadres. Besides this, the establishment matters of Serious Fraud Investigation Office (SFIO) is also handled by this Ministry. This office has 38 categories of posts, filled through various agencies: Moreover, Ministry also examines proposals of SFIO for engagement of consultants.

3. Consultants would be required to assist Admn II & III Sections of this Ministry mainly in the following assignments:

- a) Preparation of requisition/proposal for filling up vacancies through direct recruitment/promotion.
- b) Cadre review of ICLS and other cadres.
- c) Preparation/vetting of replies to be filed in courts on administrative matters and holding conference with Counsels.
- d) Preparation of proposals of financial up-gradation under MACP/NFU schemes.

4. Place of work of consultants will be Ministry of Corporate Affairs, 'A' wing, Shastri Bhawan, New Delhi. Persons having adequate experience of handling establishments matter and litigation arising out of it, would be given preference. Significant work done in the given areas may also be indicated along with the name of Ministry/Department. The consultancy fee/remuneration would be determined in terms of the extant instructions and experience.

5. Willing retired officers, who are in a position to join immediately on call, may submit their particulars in the enclosed format along with relevant documents to the Admn. I Section of this Ministry, Room No. 518, A-wing, Shastri Bhawan, New Delhi, within 15 days of the date of issue of this circular.



**S AUDHKHASI)**  
**Deputy Secretary to the Government of India**  
**Tele:23381615**

**Application for the post of Consultant on contract basis in the Ministry of Corporate Affairs**

1. Name in full (in Block letters) :  
2. Father's / Husband's Name :  
3. Nationality :  
4. Sex :  
5. Date of Birth :  
6. Age as on 01.01.2017 :  
7. Present Address :  
Tel. :  
Mobile: :  
e-mail : :

8. Permanent Address :

9. Educational and Technical qualifications:

Exams Passed	Name of the University	Years of passing	Subjects	Division	Percentage of marks obtained

10. Experience details in establishment matters:

Ministry/Department	Name of post	Pay Scale/Salary	Period		Nature of Duties
			From	To	

[Persons having experience of handling of establishment matters and litigations arising out of it, would be given preference]

11. References of two superior officers under whom the applicant has worked in establishment related assignments.

Particulars	Reference 1	Reference 2
Name		
Designation		
Ministry/Department		
e-mail ID		
Contact Number		

**DECLARATION**

I solemnly declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete OR ineligibility being detected at any time before OR after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Ministry of Corporate Affairs.

Signature  
(Full name of the applicant)

Place:  
Date: