

**No. A-41020/01/2021-ADMN.I**  
**UNION PUBLIC SERVICE COMMISSION**  
**(ADMINISTRATION-I SECTION)**  
**DHOLPUR HOUSE, SHAHJAHAN ROAD,**  
**NEW DELHI - 110069.**

**Dated: 4<sup>th</sup> December, 2023**

**CIRCULAR**

**Subject: -Engagement of retired Government servants on contract basis in the office of Union Public Service Commission- reg.**

Union Public Service Commission invites applications from the Government servants who have retired or will retire by 30.11.2023 from any Ministry/Department of Government of India for preparation of panel for engagement as Consultant on Contract basis in the Office of UPSC at Private Secretary(PS)/ Personal Assistant(PA) Level as per the following details:-

<b>Number of Positions</b>	<b>Age Limit</b>	<b>Eligibility</b>	<b>Remuneration Per month</b>
<b>06</b>	Should not have attained the age of 62 years as on closing date	<p>a) Should have <b>retired from the rank of Private Secretary or Personal Assistant or equivalent</b> i.e from the post in Level-07 to Level-10 of the Pay Matrix as per 7th CPC(pre-revised GP-4600/-, GP-4800/- and GP-5400/- in PB-2/PB-3) from any Ministry/Department of Govt. of India.</p> <p><b>b) Should be proficient in English typing as the assignment involves lengthy typing work.</b></p> <p>c) Should have working knowledge of computer application in the day to day functioning of office.</p>	<p>--To be calculated by deducting the pension from the Basic Pay drawn at the time of retirement.</p> <p>-- For persons retired with NPS, an amount equivalent to 30% of the last pay drawn at the time of retirement shall be deducted from the last basic pay and the resultant amount shall be the fixed monthly amount as remuneration.</p> <p>-- The Consultant shall also be entitled for Transport Allowance at the rate applicable to him/her at the time of retirement.</p>


*A. Kumar*

...(Contd.)

From pre-page:-

2. The details including eligibility criteria, term of reference etc. of the above engagement are available on the website of the Commission i.e. [www.upsc.gov.in](http://www.upsc.gov.in).
3. Interested candidates, who fulfill the eligibility criteria, may submit their application in the prescribed proforma in sealed cover super-scribed "Application for engagement as Consultant-PS/PA level on contract basis in UPSC" which should reach this office **latest by 31/12/2023 at the following address.**

**UNDER SECRETARY (ADMN),  
R.NO. 11, ANNEXE BUILDING(Ground Floor),  
UNION PUBLIC SERVICE COMMISSION,  
DHOLPUR HOUSE, SHAHJAHAN ROAD,  
NEW DELHI - 110069.**

  
(Shailesh Gautam)  
Deputy Secretary (Admn)  
Union Public Service Commission  
Tel. No. 23381665

*Admn*

**Proforma**

Application for engagement of Consultant at PS/PA level in the office of UPSC

1	Name in full (Block letter)						
2	Educational qualification						
3	Date of birth						
4	Date of superannuation from Govt. service						
5	AADHAR No. and PAN No. (Enclose Xerox Copy of each)						
6	PPO No. (Enclose Xerox Copy)						
7	Complete residential address with phone number/mobile no.						
8	Last Office's address (at the time of retirement)						
9	E-mail I.D						
10	Brief particulars of experience in Govt. service during last five years, just before retirement (attach a separate sheet, if necessary.)	Post held	From	To	PB/GP/Level in the Pay Matrix	Area of Experience	Last Pay Drawn and Basic Pension
11	Retired with OPS/NPS						
12	Additional relevant information, if any, in support of your suitability for the said engagement. (attach a separate sheet, if necessary)						

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 document and ready to accept all the term & conditions for engagement of Consultants.

(Signature of the Candidate)

Place:

*Kumar*

## Terms & Conditions

### 1. Period of engagement

The engagement shall be initially for a *period of one year which* may be extended/curtailed depending upon the performance of the Consultant or functional requirement of the Office with the approval of the Competent Authority.

### 2. Selection Procedure

The engagement will be purely on contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Consultants will be selected from shortlisted candidates.

**UPSC reserves the right to reject any application without assigning any reason.**

### 3. Remuneration

A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement and for persons retired with NPS, an amount equivalent to 30% of the last basic pay as drawn at the time of retirement shall be deducted from the last basic pay and resultant amount shall be the fixed monthly amount as remuneration. The amount of remuneration so fixed shall remain unchanged for the term of contract and there will be no annual increment / percentage increase during the contract period. No DA/HRA, residential accommodation shall be admissible.

### 4. Transport Allowance

An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement.

No TA/DA is admissible for joining the assignment or on its completion. However, the Consultants would be entitled to draw TA/DA as per normal rules as applicable to any serving Officer of an equivalent rank in UPSC whenever they are required to travel outside Delhi in connection with the work of the Commission.

### 5. Scope of Duties

During the period of such engagement, the Consultants would be required to perform duties of stenographers or any work as assigned to them by the concerned Branch Heads in the Commission in which they would be posted to work as Consultant.

*Adams*

(Continued..2)

6. **Leave**

The Consultants will be entitled for the paid leave at the rate of 1.5 days for each complete month of service. Accumulation of leave beyond calendar year may not be allowed. In special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid.

7. **Office time and working hours**

Engagement of Consultants would be on full time basis. Working hours shall be from 9.30 AM to 6.00 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The Consultants may be called on Saturday/Sunday/other Gazetted holidays, if required. The consultant may be required to mark his/her attendance in Bio-metric System or in any other system as prescribed from time to time.

8. **Tax deduction at Source**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

9. **Confidentiality of data and documents**

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

10. **Conflict of interest**

The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No Consultant would be permitted to take up any other assignment during the period of Consultancy

11. **Termination of service**

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 07 days. In case, a Consultant desires to leave the assignment, he/she has to give 07 day's notice which can be curtailed/extended depending upon the workload.

(Continued..3)

*Amma*

» **In the event any Consultant is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.**

12. UPSC shall not be responsible for any loss, accident, damage; injury suffered by the Consultant whatsoever arising in or out of the execution of his work including travel.

13. **Guidelines for the submission of the application**

The duly completed application in prescribed proforma should be submitted so as to reach the office latest **by 31.12.2023**. Any application received after the above date will not be entertained. The application should be submitted with the following documents:-

- a) Copy of retirement notification
- b) Copy of PPO
- c) Copy of Last Pay Certificate
- d) Copy of PAN card and AADHAR card- mandatory

*Arora*