

A-39011/19/2014-Admn.
Government of India
Ministry of Drinking Water and Sanitation

8th Floor Paryavaran Bhawan
CGO Complex, Lodhi Road
New Delhi-110003

Dated:- 17/5/2016

CIRCULAR

Subject: Engagement of Retired Government Officials as Private Secretary (Retainers) and Personal Assistant (Retainers) in the Ministry of Drinking Water and Sanitation

It is proposed to prepare a panel of retired Government employees to work as full time Retainers for engaging against the PS & PA posts on the following terms and conditions:

S. No.	Name of Post	Remuneration Fee (Rs.)	Conveyance (Rs.)
1	Private Secretary	30000-00	2000-00
2	Personal Assistant	24000-00	1000-00

- (a) Must have retired from Government Service at same level or above.
 - (b) Must be well acquainted with functioning of Government Ministries.
 - (c) Work profile and responsibility would be equivalent to post in the Central Government.
 - (d) Must have excellent knowledge of short hand and computer usage.
2. The engagement of retainers shall be subject to the following conditions:
- (a) Persons till the age of 64 years can apply.
 - (b) Engagement shall initially be for a period of one year or whenever regular incumbents are available, whichever is earlier.
 - (c) Extension of engagement, if any, shall at the sole discretion of competent authority.
 - (d) Working hours shall be from 9.00 a.m. to 5.30 p.m. during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to sit late and may be called on Saturdays/Sundays and other Gazetted Holidays.
 - (e) Individual will give one month notice for leaving the services of the Ministry.
 - (f) Engagement may be terminated at any time by the Government without assigning any reason without any notice.
 - (g) No typing assistance shall be provided.
 - (h) Preference would be given to those retired in the last one year.

3. The persons who have retired from the above or similar position and fulfil the above mentioned criteria may submit their Bio-data (in the application format enclosed) by e-mail followed by post to the following address on or before 25th May, 2016. No application will be entertained after this date:-

Under Secretary (Administration),
Ministry of Drinking Water and Sanitation,
B-1 Wing, 9th Floor, Paryavaran Bhawan,
CGO Complex, Lodi Road,
New Delhi - 110003

4. It is requested that Ministries/Department may give this circular a wide publicity among their staff and bring it to the notice of their attached offices.



(Sudhir Kumar Sinha)

Under Secretary to Government of India

email - ddws - usadm@nic.in

To

All Ministries/Department of the Government of India.

Copy to NIC for uploading this Circular on MDWS website.

email - ddws - usadm@nic.in

BIO-DATA

1	Name	
2	Address for communication with Telephone No/Mob. No	
3	Date of Birth	
4	Present age	
5	Post from which retired and name of the Ministry/Department/Organization	
6	Date of retirement	
7	Last pay drawn (Pay in pay Band + Grade pay)	
8	Gross pension(Before commutation)enclose copy of PPO	
9	Post applied	
10	Education qualification(Academic)	
11	Technical qualification	
12	No of years of service in Govt.	
13	Nature of duties attended while in service.	
14	Whether knows computer, if yes details	
15	Have you worked as consultant/is presently working as Consultant? If so the details of office and remuneration received etc.	

Certified that the information furnished above are true.

(Signature)

Please send the above proforma (filled) in the
above mentioned email ID.