

Dated 23<sup>rd</sup> August, 2016

CIRCULAR

Subject: Engagement of Retired Government Officials as Private Secretary (R) 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:

- (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:

- (i) Persons till the age of 64 years can apply.
- (ii) Remuneration will be ₹ 30,000/- plus ₹ 2,000/- conveyance.
- (iii) Engagement shall initially be for a period of one year or whenever regular incumbents are available, whichever is earlier.
- (iv) Extension of engagement, if any, shall at the sole discretion of competent authority.
- (v) 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.
- (vi) Individual will give one month notice for leaving the services of the Ministry.
- (vii) Engagement may be terminated at any time by the Government without assigning any reason without any notice.
- (viii) No typing assistance shall be provided.
- (ix) 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 and/or by post to the following address on or before 29<sup>th</sup> August, 2016. Application received after this date will not be entertained.

Under Secretary (Administration),  
Ministry of Drinking Water and Sanitation,  
B-1 Wing, 9<sup>th</sup> Floor, Paryavaran Bhawan,  
CGO Complex, Lodhi Road,  
New Delhi – 110003  
Email: ddws\_usadm@nic.in



(Sudhir Kumar Sinha)  
Under Secretary to Government of India

To

Copy to NIC for uploading this Circular on MDWS website.

BIO – DATA

1.	Name	
2.	Father's Name	
3.	Address for communication with Telephone Number/Mobile Number	
4.	Permanent Address with Telephone Number/Mobile Number	
5.	Date of Birth	
6.	Present Age	
7.	Date of Retirement	
8.	Post from which retired and name of the Ministry/Department/Organisation	
9.	Last pay drawn (Pay in Pay band + Grade Pay)	
10.	PPO Number and Issued by	
11.	Educational Qualification (Academic)	
12.	Technical Qualification.	
13.	Number of Years in service in the Government	
14.	Nature of duties attended while in service	
15.	Whether computer knowledge is possessed. If yes, details	
16.	Have you worked as Consultant or presently working as consultant? If so, details of Office and remuneration etc.	

(Certified that the information furnished above are true)

(Signature)