

A-41020/1/2014-Admin.
Government of India
Ministry of Drinking Water and Sanitation

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

Dated: 5th July, 2016

CIRCULAR

Subject: Engagement of Retired Government Officials as Section Officer (SO) (R) in
the Ministry of Drinking Water and Sanitation

It is proposed to engage retired Government employees to work as full time Retainers against the post of Section Officer (SO) as per the following criteria:

- (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 be efficient and well versed in 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) Engagement shall initially be for a period of six months or until regular incumbents are available, whichever is earlier.
- (iii) Extension of engagement, if any, shall be at the sole discretion of competent authority.
- (iv) 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.
- (v) Individual will give one month notice for leaving the services of the Ministry.
- (vi) Engagement may be terminated at any time by the Government without assigning any reason without any notice.
- (vii) No typing assistance shall be provided.
- (viii) Preference would be given to those retired in the last one year.

(ix) The selected Officer will be paid a consolidated fee. He/She shall not be entitled for any allowances such as Dearness Allowance, residential, telephone, transport, etc.

3. Persons who have retired as Section Officer or above or similar post and fulfil the above mentioned criteria may apply along with their Bio-data (in the format enclosed) by e-mail to the following address on or before 15th July, 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
E – mail: ddws_usadm@nic.in

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

To

All Ministries/Department of the Government of India.

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.	Number of Years in service in the Government	
13.	Nature of duties attended while in service	
14.	Whether computer knowledge is possessed. If yes, details	
15.	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)