

A-41/3/2014-Admin.
Government of India
Ministry of Drinking Water and Sanitation

8th Floor, Pt. Deendayal Antyodaya Bhawan
CGO Complex, Lodhi Road
New Delhi – 110003
Dated: 21st February, 2017

CIRCULAR

Subject: Engagement of Retired Government Officials as Personal Assistant (R)/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 PA/PS posts on the following terms and conditions:

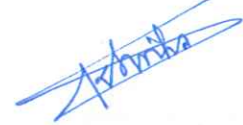
- (a) Must have retired from Government Ministries/Departments as PS or above.
- (b) Must be well acquainted with functioning of Government Ministries.
- (c) Work profile and responsibility would be equivalent to post in the Central Government.
- (d) Must have excellent knowledge of short hand and computer usage.

2. The engagement of retainers shall be subject to the following conditions:

- (i) Persons till the age of 64 years can apply.
- (ii) 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. on all 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 without extra remuneration.
- (v) No Allowances in the form of TA, HRA, OTA etc. will be admissible
- (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 or without any prior notice.
- (viii) Preference will be given to those retired in the last one year.

3. Persons who have retired from the above position and fulfil the above mentioned criteria may submit their application along with their Bio-data (in the format enclosed) by e-mail and/or by post to the following address on or before 7th March, 2017. Applications received after this date will not be entertained.

Under Secretary (Administration)
Ministry of Drinking Water and Sanitation,
B-1 Wing, 8th Floor,
Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road,
New Delhi – 110003
Email: ddws_usadm@nic.in



(Sudhir Kumar Sinha)
Under Secretary to Government of India

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BIO – DATA

1.	Name		
2.	Father's Name		
3.	Telephone/Mobile Number		
4.	E-mail address		
5.	Address for communication		
6.	Permanent Address		
7.	Date of Birth		
8.	Present Age		
9.	Date of Retirement		
10.	Post from which retired		
11.	Name of the Ministry/Department		
12.	Last pay drawn (Pay in Pay band + Grade Pay)		
13.	PPO Number		
14.	PPO Issued by		
15.	Educational Qualification (Academic)		
16.	Technical Qualification.	(a) Short hand speed	
		(b) Typing speed	
17.	Number of Years in service in the Government		
18.	Nature of duties attended while in service*		
19.	Computer knowledge	(a) Word	Yes / No
		(b) Excel	Yes / No
		(c) Powerpoint	Yes / No
20.	Have you worked as Consultant or presently working as consultant? If yes, details of Office and remuneration etc.*		

*Attach additional sheet if required

(Certified that the information furnished above are true)

(Signature)