

A-12022/1/2019-Admin
Government of India
Ministry of Drinking Water and Sanitation

8th Floor, Pt. Deendayal Antyodaya Bhawan
CGO Complex, Lodhi Road
New Delhi – 110003
Dated: 9th April, 2019

CIRCULAR

Subject: Engagement of Retired Government Officials as Accounts Officer on retainer-ship basis in the Ministry of Drinking Water and Sanitation

It is proposed to engage retired Government employees to work as full time Retainers as Accounts Officer on retainer-ship basis in the Ministry of Drinking Water and Sanitation as per the following criteria:

- (a) Must have retired from Main Central Ministries/Departments in the Cadre of CSS/Accounts Services.
 - (b) Must be well acquainted with functioning of Government Ministries.
 - (c) Must be proficient in Noting and Drafting.
 - (d) Must possess experience in Budget, Procurement processes as per GFR, DFPR, and release proposals of Central Schemes etc.
 - (e) Must be efficient and well versed in computer usage and examination of UC/ASA.
 - (f) Must be retired in the G.P. of ₹ 5400/-. Person retired as US in CSS or at least Sr. AO in Accounts will be given preference.
2. Working in IFD Section in any Ministry/Department is a desirable qualification.
3. The engagement of retainers shall be subject to the following conditions:
- (i) Only persons below 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 without additional remuneration.
 - (v) Individual will be required to mark his attendance in Biometric Attendance System (BAS).
 - (vi) Individual shall be entitled to 4 days leave in six calendar months calculated on pro-rata basis. The un-availed leave cannot be carried forward or encashed.
 - (vii) Individual will give one month notice for leaving the services of the Ministry.

- (viii) Engagement may be terminated at any time by the Government without assigning any reason without any notice.
- (ix) Ministry of Drinking Water and Sanitation shall not be responsible for any loss, accident, damage, or injury suffered by the individual arising out of execution of his/her official duty.
- (x) He/She will not be allowed any foreign travel at Government Expenses.
- (xi) Individual engaged shall not directly or indirectly communicate or reveal to any person or persons any matter collected for the purpose of his/her assignment or during the course of his/her assignment, without the express written consent of the office.
- (xii) Individual engaged shall not represent or give opinion or advice in any matter which is adverse to the interest of this Office. He/She is not permitted to take up any other assignment during his period of engagement.
- (xiii) No typing assistance shall be provided.
- (xiv) The selected Officer will be paid a consolidated remuneration of ₹ 36,600/- plus ₹ 3,000/- as conveyance (Totalling ₹ 39,600/-) per month (TDS as applicable). He/She shall not be entitled for any allowances such as Dearness Allowance, residential, telephone, transport, OTA, etc.
4. Persons who are retired and fulfil the above mentioned criteria may submit their application along with their Bio-data (in the format enclosed) by e-mail to the following with the subject - "Application for Accounts Officer on retainer-ship basis" on or before 25th April, 2019. Applications received after this date will not be entertained.

Under Secretary (Establishment),
Ministry of Drinking Water and Sanitation,
8th Floor, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodi Road,
New Delhi – 110003
e-mail: ddws_usadm@nic.in

(Sudhir Kumar Sinha)
Under Secretary to Government of India

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BIO – DATA

Post for which applied		Accounts Officer
1.	Name	
2.	Father's/Husband'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 from which retired	
12.	Last pay drawn (Pay in Pay band + Grade Pay) or Level/Cell	
13.	PPO Number	
14.	PPO Issued by	
15.	Educational/Technical Qualification	
16.	Number of Years in service in the Government	
17.	Nature of duties attended while in service*	
18.	Details of computer knowledge	
19.	Have you worked as Consultant or presently working as consultant? If yes, details of Office and remuneration etc.*	

*Attach additional sheet if necessary.

(Certified that the information furnished above are true)

(Signature)