

F. No. A-41013/1/2023-AdminIV
Government of India
NITI Aayog

NITI Bhavan, New Delhi- 110001

Dated: 22nd May, 2025

CIRCULAR

Subject: Engagement of retired Central Government Principal Private Secretaries/Private Secretaries to work as Consultants in NITI Aayog on contract basis- regarding.

NITI Aayog invites applications for engagement of Consultants from retired Government Servants (of the level of PPS/PS) purely on Contract Basis, initially for a period of 01 year or till such time vacancies are filled up with regular incumbents, whichever is earlier. The details regarding eligibility criteria, terms of references, etc. are as under:

Name of the post	No. of post	Eligibility Criteria/ Experience
Consultant [PPS/PS]	20	<p>Officers retired from the post of Principal Private Secretary/Private Secretary of Central Secretariat Stenographers' Service or other similar Central services at PPS and PS level.</p> <p><u>Experience:</u></p> <ul style="list-style-type: none">• Knowledge of Stenography in English with good speed.• Worked with Senior Officers in the Central Government.• Well conversant in noting/drafting.• Experienced in coordination work in connection with conducting meetings and tasks assigned.• Experienced in compiling and preparing reports, presentations and correspondence implementing and maintaining procedures/administrative systems and liaising with staff.• Experienced in dealing with emails and phone calls, passing on messages or highlighting them for superior officers booking and arranging travel, transport and accommodation <p><u>Desirable:</u></p> <ul style="list-style-type: none">• Preference will be given to those, who are well conversant in noting drafting/ MS office/Ms Excel, Power Point and working in e-Office, etc. <p>Application of retired Govt. Officer below 63 years (as on last date of receipt of applications) of age will be considered.</p>

2. The terms and conditions of engagement of these Consultants would be guided by Ministry of Finance, Department of Expenditure's Office Memorandum No.3-25/2020-E.III-A dated 09.12.2020. The detailed terms and conditions of the engagement are mentioned at Annexure-I.

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3. Retired Central Government officers who are eligible and willing to accept the terms and conditions at ANNEXURE-I may send application through e-mail: dpsingh@gov.in with duly filled Bio-data ANNEXURE-II along with a copy of the PPO/Pensioner card & APAR of five years' preceding to the retirement within 30 days' from the date of issue of this Circular. Shortlisted candidates will be required to attend an interview as and when informed. No TA/DA will be paid for attending the interview.

8/8
22/5/25

(D.P. Singh)

Under Secretary to the Government of India

Tele: 011-23042479

To,

1. Director/ Deputy Director (Admin) of all Ministries/ Departments of Government of India.
2. Department of Personnel & Training (CS.II Division), 3rd Floor, Lok Nayak Bhawan, Khan Market, New Delhi for uploading on its website for wider publicity.

Mahabharti.in

ANNEXURE-I

GENERAL TERMS AND CONDITIONS

1. The contractual appointment will be purely on Contract basis and will be in the NITI Aayog located at New Delhi.
2. The consultants should preferably be a resident of Delhi / NCR only.
3. The monthly remuneration payable will be fixed as per formula of 'Last Pay Drawn (Basic Pay) minus Pension' excluding Dearness Allowance and HRA. The amount of remuneration shall remain unchanged for the entire term of the contract. There will be no annual increment /percentage increase during the contract period.
4. The Income tax and any other tax liable to be deducted, as per prevailing rates; will be deducted at source before effecting the payment of remuneration.
5. An appropriate and fixed amount as Transport Allowance for the purpose of commuting between residence and place of work shall be allowed not exceeding the rate applicable to him/her at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, they may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.
6. The consultants will not be entitled for any other kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, transport facilities, etc.
7. The engagement period for the consultant would be initially for a period of one year or till such vacancy is filled with regular incumbent, whichever is earlier. This period may be extended subject to review at the sole discretion of this Ministry.
8. The retired Govt. officers below the age of 63 years as on closing date of the application will be considered.
9. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed/ carried forward in case the engagement period is extended. Also, no payment in lieu of un-utilized leaves will be paid by this Ministry at the time of expiry of contract.
10. The candidate will be required to sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.
11. The Department may terminate the services of Consultants in case he/she is unable to achieve the assigned works within the time-frame or the work assigned to him/her is not satisfactory to NITI Aayog or he/she is found to be lacking in honesty and integrity.
12. The Department shall also reserve the right to terminate the services of Consultants at any time without giving any notice and also without assigning any reason. The engagement of consultants will not confer any right on the part of individual for permanent appointment to the post.
13. The Consultants may be called to the Office on Saturdays, Sundays or any other Gazetted Holidays or may be asked to sit late in the office after office hours, in case of exigency of works. No extra allowances will be permissible for the same.
14. The Consultants shall continue to draw pension and dearness relief on pension, if any, during the period of their engagement as Consultant. Their engagement as Consultant shall not be considered as a case of re-employment.
15. No TA/DA shall be admissible to the consultants for attending the interview or for taking up the appointment. Consultant will not be allowed any foreign travel at Government expenses.
16. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he/she will be liable for removal from engagement service and such other action as Government may deem necessary.

ANNEXURE-II**APPLICATION FOR ENGAGEMENT AS CONSULTANT IN NITI AAYOG**

1.	Name	
2.	Designation at the time of retirement	
3.	PPO No.	
4.	Pay level in which retired	
5.	Name of the Ministry/Department from which retired	
6.	Date of retirement	
7.	Address for Correspondence	
8.	Contact Mobile No.	
	Alternate Contact No.	
9.	Email Id	
10.	Qualification	
11.	Experience details	Please provide information in the format below

Name of the Ministry/Department	Period		Designation	Brief details of the week handled
	From	To		

12. Additional relevant information, if any, in support of your suitability for the said engagement (Attach separate sheet, if necessary)

DECLARATION

I hereby declare that all the statements made by me in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of Consultant.

Signature of the applicant

Name _____

Place:

Date: