

No.42/8/2024-Lokpal /



भारत के लोकपाल

**Lokpal of India**

6, Vasant Kunj Institutional Area  
Phase-II, New Delhi-110070

Dated: 7<sup>th</sup> August, 2024

**OFFICE MEMORANDUM**

**Subject: Vacancy Circular (VC) for engagement of Consultant Court Steno, (Establishment) (Audit/Finance/Accounts / Budget), (Coordination, RTI, PG, Annual Report) and (Protocol) on contract basis in - reg.**

Reference is invited to Lokpal of India Vacancy Circular Dated the 7<sup>th</sup> August, 2024 (copy enclosed) for inviting applications for engagement as Consultant Court Steno / Establishment / (Audit/Finance/Accounts & Budget) / (Coordination, RTI, PG, Annual Report) and (Protocol) on contract basis, initially for a period of one year. The last date of the application is within 30 days of issue of the aforesaid circular.

In case of any further clarification, applicants are requested to contact Lokpal of India directly.

Encl: As above

*Binod Kumar*  
(बिनोद कुमार/Binod Kumar) 05/08/24

अवर सचिव/Under Secretary  
भारत के लोकपाल/Lokpal of India  
Tel No. 011-26121336

To

1. Court/Tribunal/Statutory bodies/Autonomous Bodies.
2. All Ministries/Departments of Central Government.

No. 42/8/2024-Lokpal



भारत के लोकपाल

**Lokpal of India**

6, Vasant Kunj Institutional Area  
Phase-II, New Delhi-110070

Dated: 7<sup>th</sup> August, 2024

**VACANCY CIRCULAR**

**Subject: Engagement of Retired Government Servants as Consultants on contract basis in the Lokpal of India – reg**

The Lokpal of India invites applications from willing and eligible retired employees for their engagement as Consultants on contractual basis in Lokpal of India. The number of vacancies to be engaged as Consultants are mentioned at **Annexure-I**. The number of Consultants may vary as per the requirement. Applicants' age should be not more than 63 years as on the closing date of application.

2. The engagement shall be on contract basis initially for a period of one year which may be extended to two more years (one year at a time) at the discretion of Lokpal of India subject to satisfactory performance of consultants. The engagement can be terminated at any time by the Lokpal of India, without assigning any reason.

3. The detailed Terms and Conditions of the engagement are mentioned at **Annexure-II**.

4. The Lokpal of India reserves the right to accept, or reject in part or in full any or all the responses without assigning any reasons whatsoever.

5. Selection will be made on the basis of past record, experience and assessment of suitability through interview.

6. Interested candidates, who fulfill the eligible criteria, may submit their application in the prescribed format (**Annexure-III**) along with a copy of the following documents (self-attested) (i) Aadhar Card, (ii) Pension Payment Order (PPO)(iii) Certificate of educational & professional qualification, (iv) Last Pay Certificate, and (v) APARs of five years preceding to the retirement, to:-

**Under Secretary(Establishment), Lokpal of India, 6, Vasant Kunj  
Institutional Area, Phase-II, New Delhi-110070**

The above documents shall also be produced in original for the purpose of verification at the time of interview.

7. The application may be sent in sealed cover envelop super-scribed  
"Application for appointment of Consultant ( \_\_\_\_\_ ) in  
Lokpal of India"

8. The last date of receipt of applications, in prescribed format is 30 days  
of issue of the circular. Application received after due date/time and without  
supporting documents will not be considered.

*Binod Kumar*  
(बिनोद कुमार/Binod Kumar)

अवर सचिव/Under Secretary

भारत के लोकपाल/Lokpal of India

Tel No. 011-26121336

**Annexure-I**

S.No	Name of Post	No. of Vacancy	Eligibility	Experience
1.	Court Steno	02	<ul style="list-style-type: none"> <li>• Retired employee from Court / Tribunal / Statutory bodies / Autonomous Bodies / Commissions / Central Government at the pay level-7 with age limit 63 years.</li> <li>• Bachelor degree from a recognized university.</li> </ul>	At least 3 years experience of working as Court Steno.
2.	Consultant (Estt.)	02	<ul style="list-style-type: none"> <li>• Retired employee from Court / Tribunal / Statutory bodies / Autonomous Bodies / Commissions / Central Government at the pay level from 7 to 12 with age limit 63 years.</li> </ul>	<ol style="list-style-type: none"> <li>1. The candidate should have rich experience in handling matters relating to personnel administration and well aware of various service rules of the Central Government.</li> <li>2. Disciplinary cases as per CCS (CCA) Rules, 1965.</li> <li>3. Recruitment/promotion/MACP etc.</li> <li>4. Up gradation of pay scales, pay fixations on promotion, deputation, short term contract or direct recruitment.</li> <li>5. LTC cases, Medical cases, all kinds of leaves, Children Education Allowance, MACP, DPC etc.</li> <li>6. Good command in English &amp; Hindi</li> <li>7. Proficient in noting and drafting.</li> <li>8. Knowledge of Computer Operation.</li> </ol>
3.	Consultant (Accounts/ Finance/Au	02	<ul style="list-style-type: none"> <li>• Retired employee from Court / Tribunal / Statutory bodies / Autonomous Bodies /</li> </ul>	1. The Candidate should have sound knowledge of financial rules and at least 03 years' experience of handling matters

	dit/Budget)		Commissions / Central Government at the pay level from 7 to 12 with age limit 63 years.	related to Budget/Accounts and Finance matters. 2. Knowledge of Income Tax, TDS, and GST calculation and challan preparation. 3. Knowledge of Government Accounts and operation of PFMS/GEM. 4. Knowledge of Audit of Accounts, GFR, Pension rules, etc. 5. Maintenance of Cash & Bank transaction, preparation or reconciliation statement.
4.	Consultant (Coordination, RTI, PG, Annual Report)	2	<ul style="list-style-type: none"> <li>Retired employee from Court / Tribunal / Statutory bodies / Autonomous Bodies / Commissions / Central Government at the pay level from 7 to 12 with age limit 63 years.</li> </ul>	<p>1.The candidate should have rich experience in handling matters relating to Coordination, RTI matters, PG, Annual Report.</p> <p>2. Good command in English &amp; Hindi</p> <p>3. Proficient in noting and drafting.</p> <p>4. Knowledge of Computer Operation.</p> <p>5.Parliament Question / Parliamentary Standing Committee matters, RTI and other activities.</p>
5.	Protocol	02	<ul style="list-style-type: none"> <li>Retired employee from Court / Tribunal / Statutory bodies / Autonomous Bodies / Commissions / Central Government at the pay level from 7 to 12 with age limit 63 years.</li> </ul>	<p>1.Must be acquainted with functioning of Courts with 03 years' experience in protocol.</p> <p>2. Experience in protocol section or as Liaison Officer would be preferred.</p>

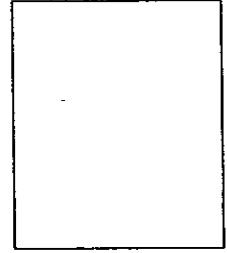
**Lokpal of India**

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**Sub: Terms & Conditions for engagement as Consultant on Contract  
Basis in the Lokpal of India.**

1. The engagement can be terminated at any time by the Lokpal of India, without assigning any reason.
2. The consultants should preferably be a resident of Delhi/NCR only.
3. The consultants will process the assigned matters without subordinate staff and will be required to submit files/case and report to Hon'ble Chairperson/ Members and Officers as decided by the Competent Authority.
4. The monthly remuneration payable will be fixed as per formula of "Last Basic Pay- minus- Basic Pension" excluding Dearness Allowance. 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. 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 at the time of retirement. The amount so fixed shall remain unchanged during the term of Contract. However, they may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.
5. Leave of absence may be allowed at the rate of 1.5 days for each completed month of service. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken. Accumulation of leave beyond a calendar year is not allowed.
6. The income tax or any other tax liable to be deducted, as per prevailing rates, at source before the payment of remuneration.
7. He/She shall devote his/her time for the Lokpal of India and he/she shall not accept any other professional appointment, paid or otherwise during the period of Contract.
8. He/She shall perform the duties assigned by the concerned officer in-charge or his/her nominee from time to time.
9. He/She shall maintain absolute secrecy of all the facts and documents which come to his/her knowledge during the period of his/her engagement in the discharge of duties assigned to him/her at all times. The Consultant would be required to sign a non-disclosure undertaking / Agreement as per Annexure-IV.

10. In case he/she remains absent from duty, a proportionate deduction from the remuneration as applicable will be made. Further, the engagement may also be terminated.
11. In addition to the normal working days, if he/she is required to attend the office on Saturday/Sunday and other holidays in exigencies of work, he/she shall not be paid any additional remuneration. He/She shall not be entitled to the benefits like Provident Fund, Pension, Gratuity etc. or any other benefits available to the government servants who have been appointed in the Government.
12. The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in Lokpal of India.
13. He/she shall be required to maintain decorum and office discipline as expected from a responsible officer.
14. If any declaration or information furnished by him/her proves to be false or if he/she is found to have willfully suppressed any material information, he/she shall be liable to termination of the Contract.

**PROFORMA**

**Application for appointment of Consultant ( \_\_\_\_\_ ) in  
Lokpal of India**

1.	Name (in full Bock letters)				
2.	Father's Name/Husband's Name				
3.	Date of Birth				
4.	Nationality				
5.	Telephone / Mobile No. / Email-ID				
6.	Date of Retirement and the post from which retired (enclose copy of retirement order)				
7.	PPO Number (enclose copy)				
8.	Name of Ministry/Department from which retired				
9.	Address for communication				
10.	Educational Qualification				
10.	Details of Experience (Add a separate Sheet if required)	Period		Nature of work	Remarks
		From	To		



## **Declaration**

I, \_\_\_\_\_, do hereby declare that particulars furnished above are true and correct to the best of my knowledge. I understand and agree that in the event of any information being false/ incorrect/ incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of Lokpal of India, in this regard. All the terms and conditions of engagement as mentioned in the circular are acceptable to me.

**Signature**

**Full Name of the Applicant**

**Place:**

**Date:**

NON-DISCLOSURE UNDERTAKING/AGREEMENT

To,

The Joint Secretary  
Lokpal of India, New Delhi

Sir,

I hereby undertake

- (i) to treat all the information that come to my knowledge as part of my duties in this Department as confidential information and keep it strictly confidential.
  - (ii) not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
  - (iii) to hold such confidential information in trust and confidence both during and after the terms of my engagement.
  - (iv) not to engage in any other employment/occupation/consultancy or any other activity during my engagement with Lokpal of India which would otherwise conflict with my obligations towards Lokpal of India.
  - (v) to abide by data security policy and related guidelines issued by Lokpal of India.
  - (vi) not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
  - (vii) To maintain highest standards of ethics & integrity during the period of engagement as Consultant.
2. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to the Department any records/material, equipment, documents or data which is of confidential nature.
  3. I shall keep Lokpal of India informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

5. For the purpose of this undertaking, Confidential Information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature)

Name of the Applicant