

JOB SPECIFICATION FOR CONSULTANT

- (a) Cadre review of Coast Guard officers
- (b) Cadre review of Coast Guard civilians
- (c) Revision of promotion policy of Coast Guard officers.
- (d) Revision of Recruitment Rules of Coast Guard officers.
- (d) To assist DDG(HRD)/PD(Pers) in the matters relating to vigilance, RTI etc.
- (e) Any other work assigned by DDG(HRD)/PD(Pers).

TERMS AND CONDITIONS FOR ENGAGEMENT AS CONSULTANT

- (a) Eligibility : Retired Central Govt employee with atleast 08 years service in Level 12 of Pay Matrix as per VII CPC.
- (b) Period of engagement : One year on extendable basis by one more year.
- (c) Age limit : Not more than 65 years on the date of applying.
- (d) Consolidated fee : Rs. 42,000/- per month.
- (e) Educational qualification and experience :
 - (i) Masters degree in any discipline.
 - (ii) Experience of atleast five years in the field of personnel administration of a Central Govt Department. The candidate should have thorough knowledge of CCS/Armed Forces service rules and regulations pertaining to promotion, discipline, vigilance, Court cases, RTI matters etc..
- (f) Working hours – The working hours would be normally 8 ½ hours per day from 9 AM to 5.30 PM including half an hour lunch break between 1 PM to 1.30 PM during working days. May be called on Saturday, Sunday and other Gazetted holidays, if required.
- (g) Holidays - Will be entitled to all the holidays which are in vogue.
- (h) Leave – Not entitled.
- (j) TA/DA – Will be entitled to TA/DA as per normal rules applicable to any serving officer of an equivalent rank. However, no TA/DA shall be admissible for joining the assignment or on its completion.
- (k) Pension Entitlement - Will continue to be entitled for basic pension and DA occurring due to past regular employment in Govt. Not entitled for any pension and DA for the period of engagement on contract basis.
- (l) Encashment of Leave - No encashment permissible for the contract of two years or less.
- (m) Residential Telephone - Not entitled.
- (n) Residential Accommodation - Not entitled.
- (p) Transport Allowance – Not entitled to Transport Allowance or use of official vehicle for private purposes and also for journey between residence and office.

- (q) Notice – Contract can be terminated on one month's notice by either side.
- (r) Engagement – Engagement shall not be construed as re-employment, regularization or absorption in ICG or any other Govt. service.
- (s) Non-disclosure undertaking : The selected candidates will be required to sign a Non-Disclosure undertaking in the prescribed performa to the effect that he will not divulge any such information gathered by him during the period of assignment to anyone who is not authorized to know/have the same.

Application Proforma

Photograph

1. Name (in Block letters) :
2. Contact No. & E-mail address :
3. Address :
4. Date of Birth (in Christian era) :
5. Date of Joining Govt service :
6. Date of retirement :
7. Educational Qualification :
8. Work Experience (last 10 years).

S.No.	Organization/ Department	Designation & Emoluments details	Period From	To	Nature of Work	Remarks

9. Total experience directly relevant to the post applied for (in months):-
10. If selected, minimum time required to join the post. :
11. Whether any disciplinary/administrative proceedings were initiated during the service. :
12. Any other information. :

Declaration

I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may summarily be rejected or employment terminated.

Dated :

(Signature of the applicant)

Place :