



Plot No. 6, Phase-II,
Vasant Kunj Institutional Area,
New Delhi, dated **25/03/2021**

Advertisement for Consultants at various levels

Application in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible retired officials from Central Government Offices (Ministries/Departments), Supreme Court, High Courts etc for filling up of the following posts of Consultants on a contractual basis in the office of Lokpal of India, New Delhi, as per details given below:

1. Name and Number of the Post	<p>i. Consultant (Deputy Secretary/Director Level with judicial experience) – 1 Post</p> <p>ii. Consultant (PS/ PPS level/Sr. PPS Level) – 2 Posts (PS level) and 2 Posts (PPS/Sr.PPS level)</p> <p>iii. Consultant (Protocol Officer/Section Officer level) – 3 Post</p> <p>iv. Consultant (Assistant Section Officer) – 2 Posts</p> <p>The above number of posts may vary. Lokpal of India has discretionary power to change any post and its number at any time during the process of selection.</p>
2. Period of Consultancy	<p>One Year or filling up the post on regular basis, whichever is earlier.</p> <p>The contract could be extended further depending on the assessment of performance, mutual willingness and depending on the requirement. The contract can be terminated by either side at any time, by giving one month's notice. The Government can terminate the contract immediately, by paying one month's agreed remuneration in lieu of the notice period.</p>
3. Nature of Duties	<p>The selected Consultants will be required to work as the post mentioned above in the Lokpal of India and assist the office of Lokpal of India as needed.</p>
4. Job Location	<p>Plot No.6, Vasant Kunj Institutional Area, Phase-II, Vasant Kunj,</p>

	New Delhi-110070 or any other places in the Office of Lokpal of India at Delhi/New Delhi.
5. Qualifications/ Essential Criteria	<p>i. Consultant (Deputy Secretary/Director Level with judicial experience)</p> <p>Applicant should be a retired employee of Supreme Court/ High Courts of Deputy Secretary/ Director Level and they must have LLB degree from recognized University.</p> <p>ii. Consultant (PS/ PPS/Sr.PPS)</p> <p>Applicant should be a retired employee of Central Government/ Supreme Court/ High Courts at the level of PS/PPS/Sr.PPS level).</p> <p>Shorthand with a speed of 120 words per minute.</p> <p>iii. Consultant (Protocol Officer/Section Officer)</p> <p>Applicant should be a retired employee of Central Government/ Supreme Court/ High Courts at the level of Assistant Registrar/Section Officer level).</p> <p>iv. Consultants (Assistant Section Officer)</p> <p>Applicant should be a retired employee of Central Government/ Supreme Court/ High Courts at the level of Assistant Section Officer level).</p>
6. Described Criteria	<ul style="list-style-type: none"> • Applicants are in good health and the age should not ve exceeded 65 years. • Previous experience of working in the Central Government Ministries/Departments/Offices or Supreme Court/ High Court or Tribunals etc.
7. Remuneration & Entitlements	<ul style="list-style-type: none"> • The monthly remuneration is equal to last pay drawn as regular employee minus pension in terms of Ministry of Finance's OM No. F. No. 3-25/2020-E.IIIA dated 09/12/2020. No other allowance such as HRA etc will be paid. • The employment will be strictly contractual, and will not confer any other benefits to the selected candidates. • Those selected are required to enter into a contract with the Lokpal in a prescribed format w.e.f. from the actual date of appointment as Consultant.
8. How to apply	<ul style="list-style-type: none"> • Interested applicants may submit an application indicating their interest in working for the Office of Lokpal at Annexure- I. • The envelope containing the applicants' details as mentioned above should be clearly labeled

	<p>“Application for the Post of Consultant (Name of the level of Consultant may be indicated as per column-1) in the office of Lokpal of India” and addressed to:</p> <ul style="list-style-type: none">• Deputy Secretary, Lokpal of India Plot No.6, Vasant Kunj Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 Email : mkmishra@nic.in <ul style="list-style-type: none">• The applications should include a detailed bio-data listing the educational qualifications of the candidate and their areas of expertise.• References from past employers may be included.• The application should include the contact details of the candidate, including residential address, email ID and landline and mobile numbers.• The Office of Lokpal will review the applications and will shortlist candidates if considered suitable. The shortlisted candidates will be called for an interview/ personal interaction in the Lokpal of India.• The date, time and venue of the interview/Personal Interaction will be conveyed in the Interview call Letter.• Candidates will have to make their arrangements to reach the place of the interview.• No TA/DA will be payable by the Lokpal to attend the interview.• The final selection will be based on their performance at the interview.• The decision of the Lokpal on the selection of candidates will be final.
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The last date for receiving applications is **30th April 2021**. Application received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard.

**APPLICATION PROFORMA FOR THE POST OF CONSULTANT
LOKPAL OF INDIA, NEW DELHI**

1. Post applied for Consultant ()
2. Name :
3. Date of Birth :
4. Gender :
5. Educational Qualifications :
6. Mobile No. :
7. Email ID :
8. Details of employment in chronological order, if applicable. (Enclose a separate sheet, if space below is insufficient)

Department/ Institution/ Organization	Post held	From	To	Emoluments	Nature of Duties performed

9. Details of course/training programmes attended, if any:
10. Language known :
11. Details of previous Consultancy, if any :
12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.
13. Remarks, if any :

(Signature of candidate)
Address:

Date: