



भारत के लोकपाल

Lokpal of India

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

Dated: 18/09/2024

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 Government 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. The remuneration of the consultants shall be as per D/o Expenditure OM No.3-25/2020-E.IIIA dated 09.12.2020 and other extant instructions.

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 from issuance of the vacancy circular. Application received after due date/time and without supporting documents will not be considered.



(बिनोद कुमार/Binod Kumar)

अवर सचिव/Under Secretary

भारत के लोकपाल/Lokpal of India

Tel No. 011-26121336

S. No	Name of Post	No of Vacancy	Eligibility	Experience
1.	Consultant – Deputy Director/ Superintendent of Police (Lokpal)	1	Retired from analogous posts: (a) Officers of AIS; or (b) Officers of Central Armed Police Forces; or (c) Officers of Central Govt. Organized Gr. 'A' services and officers of Group 'A' services: (i) CBI (ii) Directorate of Enforcement (iii) Indian Revenue Services (iv) Indian Custom & Central Excise Services (v) Narcotics Control Bureau (vi) Serious Fraud Investigation Office (vii) Officers of State or UT Police Organization	At least 5 years' experience in conducting inquiries/investigation in General / Economic & Banking / Cyber matters.
2.	Consultant-Inquiry /Investigation officer	2	(i) Officers retired from analogous post or retired after 4 years regular service in Level-8 in Central/ State Government /UT / Courts / Tribunals / Statutory organization; and (ii) Having Degree in Law from a recognized University.	At least 3 years' experience in conducting inquiries / investigation in General / Economic & Banking / Cyber matters.
3.	Consultant-Assistant Inquiry /Investigation officer	2	(i) Officers retired from analogous post or retired with 6 years regular service in Level-5 in Central/ State Government /UT / Courts / Tribunals / Statutory organization; and (ii) Having Degree in Law from a recognized University.	At least 2 years' experience in investigation of criminal cases or vigilance work or information Technology Cases / Cyber fraud cases or anti-corruption cases.

4.	Consultant- Personal Assistant	1	<p>(i) Employee retired from the analogous post from the Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations, or</p> <p>(ii) Retired with experience with twelve years' regular service in the Steno Grade – D grade, or</p> <p>(iii) Retired in Level-6 with five years of experience on regular basis. And</p> <p>(iv) Degree from a recognized University, and</p> <p>(v) Proficiency in Shorthand (English) with a speed of 100 w.p.m, and</p> <p>(vi) Knowledge of computer operation with typing speed of 45 w.p.m. in computer.</p>	(The experience in stenography will only be considered)
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Lokpal of India

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

Paste recent passport size photograph

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.	Address for communication				
5.	Telephone/Mobile No./ Email-ID				
6.	Date of Retirement and the post from which retired (enclose copy of retirement order)				
7.	Pay Level on regular basis at the time of retirement				
8.	PPO Number (enclose copy)				
9.	Name of Ministry/Department/Organisaion from which retired				
10.	Educational Qualification				
10.	Details of Experience (Add a separate Sheet if required)	Organisation	Period		Nature of work
			From	To	
11.	APAR of last five years attached (Yes/No)				

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: