

**No. 12024/1/2022-Estt**  
**Government of India**  
**Ministry of Tribal Affairs**

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Shastri Bhawan, New Delhi- 01

Date: 20.09.2023

**CIRCULAR**

**Subject: Engagement of retired Government servant as consultant in the Ministry of Tribal Affairs reg.**

Ministry of Tribal Affairs invites application from retired Government officers, who retired at the level of Director/Deputy Secretary/ Under Secretary or equivalent from Ministries/Departments of Government of India for engagement as Consultant in Statistics Division of this Ministry. The details of engagement are as under:-

|    |                           |                                                                                                                                                                                                                                                                                                     |
|----|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Designation               | Consultant                                                                                                                                                                                                                                                                                          |
| 2. | Period of engagement      | One year                                                                                                                                                                                                                                                                                            |
| 3. | No. of Personnel required | One(1)                                                                                                                                                                                                                                                                                              |
| 4. | Place of posting          | Statistics Division, Ministry of Tribal Affairs, New Delhi                                                                                                                                                                                                                                          |
| 5. | Remuneration per month    | Basis Pay at the time of retirement minus Basic pension + Transport Allowance.                                                                                                                                                                                                                      |
| 6. | Age Limit                 | Not beyond 63 years                                                                                                                                                                                                                                                                                 |
| 7. | Education Qualification   | Graduation in Statistics or Mathematics or Economics from a recognized university                                                                                                                                                                                                                   |
| 8. | Eligibility               | Retired Government Officer at the Level of Director/ Deputy Secretary/Under Secretary or equivalent from Ministries/Departments of Government of India                                                                                                                                              |
| 9. | Desirability              | <ul style="list-style-type: none"><li>• Knowledge of working in any database management system like SAS, SPSS, R, Python or any other RDBMS</li><li>• Experience in the field of sample survey, including preparation of survey questionnaires</li><li>• Data analysis and Report writing</li></ul> |

|    |                                             |                                                                                                                                                                                                                                        |
|----|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10 | Scope of work                               | <ul style="list-style-type: none"> <li>• Collection, compilation and Analysis of Statistical data</li> <li>• Preparation of Reports, etc</li> <li>• Updation of Statistical Publications</li> <li>• Other Secretariat works</li> </ul> |
| 11 | Closing date for submission of applications | Application in the prescribed proforma along with education qualification documents may be submitted by 13.10.2023                                                                                                                     |
| 12 | Application to be forwarded to              | Under Secretary (Establishment)<br>Ministry of Tribal Affairs<br>Room No 400 C,<br>C-Wing, Shastri Bhawan, New Delhi<br>Email: reema.sharma@nic.in,                                                                                    |

2. The above said engagement is purely on temporary and on contract basis. The selected candidate will not have any right to seek regularization in any post in this Ministry. Further the selected person will be governed by the provisions contained in the guidelines for engagement of Consultants in this Ministry as amended from time to time.



(Reema Sharma)

Under Secretary to the Government of India

Tel: 011-23387187

To

1. All Ministries and Departments of the Govt. of India with the request to give wide publicity to the circular among the concerned.
2. The Under Secretary, CS-I Division, Department of Personnel & Training, Khan Market, New Delhi with request to upload DoPT's website.
3. NIC for publishing the vacancy in the Ministry's website.
4. Director(Stats) for information
5. E-office Notice Board/ Guard File

## PROFORMA

### Application for appointment of Consultant in Statistics Division of Ministry of Tribal Affairs

|       |                                                                                             |                    |      |    |                          |
|-------|---------------------------------------------------------------------------------------------|--------------------|------|----|--------------------------|
| 1.    | Name in full (Block Letters)                                                                |                    |      |    |                          |
| 2.    | Date of Birth                                                                               |                    |      |    |                          |
| 3.    | Date of Superannuation from Govt. Service                                                   |                    |      |    |                          |
| 4.    | Educational Qualifications                                                                  |                    |      |    |                          |
| 5.    | Complete Residential Address                                                                |                    |      |    |                          |
| 6.    | Telephone/Mobile No.                                                                        |                    |      |    |                          |
| 7.    | E-mail ID                                                                                   |                    |      |    |                          |
| 8.    | Position held at the time of retirement                                                     |                    |      |    |                          |
| 9.    | Last pay drawn (Copies of LPC and PPO should be enclosed in case of retired Govt. servants) |                    |      |    |                          |
| 10.   | Pension drawn (in case of retired Govt. servants)                                           |                    |      |    |                          |
| S.No. | Organisation where served and designation                                                   | Scale of Pay & Pay | From | To | Nature of work performed |
|       |                                                                                             |                    |      |    |                          |
|       |                                                                                             |                    |      |    |                          |
|       |                                                                                             |                    |      |    |                          |
|       |                                                                                             |                    |      |    |                          |
|       |                                                                                             |                    |      |    |                          |

11. Additional relevant information, if any, in support of your suitability for the said engagement. Attach a **separate sheet, if necessary.**

Declaration

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. No disciplinary or judiciary action is pending against me as on date.

Name & Signature of the applicant:

Place:

Date: