

F. No. ADMN-49/3/2024-ADMIN

भारत सरकार/Government of India

महिला एवं बाल विकास मंत्रालय/Ministry of Women & Child Development

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Shastri Bhawan, New Delhi-01

Dated: 13<sup>th</sup> November, 2024

Advertisement notice

Subject: Notice inviting applications from the retired Government Servants for rendering services as Consultant (Protocol Officer) (one post) on short-term contract basis in Ministry Women and Child Development — reg.

Applications in the prescribed format (as per Annexure) are invited from eligible candidates for engagement as Consultant (Protocol Officer) (one post) in the Ministry of Women and Child Development for an initial period of one year which is extendable on yearly basis on short-term contract basis as per details given below: -

S/N	Component	Criteria
1.	Position	Consultant (Protocol Officer)
2.	Requirement	01
3.	Eligibility Criteria	<ul style="list-style-type: none"><li>i. Persons retired from the post of Section Officer/ Assistant Section Officer or equivalent from Central Government Ministries/Departments and well, acquainted with the functioning of Government Ministries/Departments.</li><li>ii. Experience in dealing with protocol duties of Union Ministers/ Senior Officers.</li></ul>
4.	Period of engagement	The candidate selected will be engaged purely on contractual basis initially for a period of one year from the date of engagement or max. age of 65 years whichever is earlier. Extension will be subject to functional requirement of the Ministry and work performance.
5.	Age Limit	Not more than 63 years as on the date of issue of the vacancy circular.
6.	Scope of work	<ul style="list-style-type: none"><li>i. Receiving / Seeing off Hon'ble Ministers/ other senior officers at Airport/ Railway Station etc. on their foreign/ domestic tours.</li><li>ii. Co-ordination with the concerned Passport Officer/ Airport Authorities for arrangement of Airport Entry passes.</li><li>iii. Co-ordination with Airlines for the onward and return journey, including checking the correct</li></ul>

		<p>timings of departure/ arrival, apprising the Hon'ble Ministers and officers concerned and arranging the transport as appropriate.</p> <p>iv. Other miscellaneous functions in connection with the visit of eminent personalities/ guests from other countries/states/UTs</p> <p>v. Any other work assigned by the Competent Authority.</p>
7.	Remuneration and allowances (HRA, transport, leaves)	As per guidelines for engagement of Consultants issued on 02.06.2017 by MWCD and D/o Expenditure's OM dated 09.12.2020 reg. regulation of remuneration in case of Contract Appointment of Retired Central Government Employees.
8.	Terms of appointment	<p>i. The candidate will not confer any right for regular appointment in the Ministry including any allowance such as DA, transport facility, residential accommodation, residential telephone facilities, etc.</p> <p>ii. Engagement of the contractual position be terminated or dispensed with by the Competent Authority at any time without assigning any reason and without serving any prior notice thereof.</p> <p>iii. The Consultant shall be required to maintain decorum, discipline as expected of a regular Central Government employee.</p> <p>iv. The Consultant shall be required to observe the normal office timings between 9.00 am to 5.30 pm during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to sit late beyond working hours and may be called on Saturday/ Sunday or any other holiday, and other gazetted holidays. No extra remuneration will be paid for extra hours/holidays.</p> <p>v. He/she shall mark his attendance in AEBAS attendance register mandatory or on an applicable mode, failing which, it may result in deduction of remuneration.</p> <p>vi. Income Tax or any other tax liable to be deducted, as per the prevalent rules.</p>
9.	How to apply	Interested eligible applicants may submit their applications in the prescribed format (complete in all respects) at Annexure along the requisite documents, i.e

		<p>copy of the PPO, Last Pay Certificate and Bank Details, copy of Aadhaar Card &amp; PAN Card to the following address:</p> <p>The Under Secretary (Admn.) Ministry of Women and Child Development Room No. 621, A Wing, Shastri Bhawan, New Delhi-1 Email: sandeep.g@nic.in; so-adminwcd@nic.in</p> <p>Last date for receipt of applications will be from 21 days from date of issue of the vacancy circular. Applications received after due date will not be considered.</p>
10.	Selection procedure	<p>i. Ministry of Women and Child Development, through a Selection Committee, will scrutinize the applications and short list the candidates based on merits. The short-listed candidates will be called for interview for selection by the Selection Committee.</p> <p>ii. The decision of the Competent Authority on rejection of candidates will be final and no Correspondence on this subject will be entertained.</p>

2. This issues with approval of the Competent Authority.

Encl: as above

  
13/11/24

(Sandeep Gahlot)  
Under Secretary to the Government of India  
Tel. No.: 011-23382747

**Application for one post of Consultant {Protocol Officer} on contract basis in the Ministry of Women and Child Development. Government of India. New Delhi**

1. Name in full (in Block letters)
2. Father's/ Husband's name
3. Nationality
4. Sex
5. Date of Birth
6. Age as on date
7. Present/ Correspondence address
8. Mobile:
9. E-mail:
10. Permanent address
11. Whether SCIST/OBC
12. Whether Physically handicapped?
13. Educational qualifications:

Exams passed	Name of the University	Year of passing	Subjects	Division	Percentage of marks obtained

14. Experience details of all previous and present employment:

Name of the employer	Name of the post	Last pay drawn	Period		Nature of duties (in brief)
			From	To	

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

**DECLARATION:**

I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/ incomplete OR ineligibility being detected at any time before OR after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Ministry of Women and Child Development.

Signature  
(Full name of the applicant)

Place:

Date.

Enclosures:

- i. copy of PPO and LPC
- ii. Educational Qualification
- iii. Aadhar Card
- iv. Pan Card
- v. Bank Details