

**केंद्रीय सूचना आयोग**  
**Central Information Commission**  
**बाबा गंगनाथ मार्ग/Baba Gangnath Marg**  
**मुनिरका/Munirka, नई दिल्ली/ New Delhi – 110067**

**File No. 2/14/2016/Admn/CIC/DRs-3**

**Date: 07/12/2017**

**Sub:** Engagement of Officers retired from Central Government, PSUs, Autonomous Bodies, Banks etc. as Consultant Deputy Registrar in Central Information Commission on contract basis.

The Central Information Commission proposes to prepare a panel of Officers of the level of Deputy Registrar who have recently retired from Government Services including PSUs, Autonomous Bodies, Bank Service, Court or regulatory authorities, Tribunals, Commissions or any other similar forum and are willing for engagement as Consultant in the Commission.

2. The Essential Qualifications are:

- a) Officer should have experience in the field of administration, accounts and in general working of the Government, PSUs, Autonomous Bodies, Bank Service etc.
- b) The officer should have working knowledge of MS Office, Computer handling & Internet browsing.
- c) Age not exceeding 62 years.

3. Desirable Qualification:

- a) Experience in RTI matters will be an added qualification.
- b) Law Graduates will be given preference.
- c) Experience of judicial or legal work in various courts, Government or regulatory authority, Tribunals, Commissions or any other similar forum is desirable.

4. The terms and conditions of their appointment will be as follows:-

- i) The remuneration payable to Consultants would be fixed as decided by the Commission based on their experience.
- ii) The period of engagement will be initially for six months and is further extendable as per requirement based on their performance.
- iii) They shall not be entitled for perquisite such as HRA, CCA, TA, residential accommodation etc.
- iv) No TA/DA would be admissible to them for joining the assignment or on its completion.

- v) During the period of consultancy the Officer would be required to attend the all important items of works pertaining to Commission as assigned to by the Commission from time to time.
- vi) During the period of their assignment with the Central Information Commission and also thereafter, it is likely that they may come across certain information of important/confidential nature. They will not divulge any information gathered by them during the period of their assignment to anyone who is not authorized to know/have the same.

5. Willing retired Officers are requested to send their detailed Bio-data and contact details specially mentioning the areas of experience to the undersigned on the enclosed proforma latest by 31<sup>st</sup> January, 2018.

  
(Sushil Kumar)  
Deputy Secretary (Admn)

Shri A. K Choudhary, NIC/CIC for uploading on website of CIC.

## PROFORMA

### ENGAGEMENT OF CONSULTANT IN CENTRAL INFORMATION COMMISSION ON CONTRACT BASIS

1. Name of the applicant :
2. Date of Birth :
3. Contact No. (Mobile No.) :
4. Email Id :
5. Address for Communication :
6. Date of joining in Government service :
7. Date of Superannuation :
8. Name of Ministry/Department from Which retired (Attach copy of PPO) :
9. Educational Qualification :
10. Details of knowledge of Computer :
11. Brief particulars of Experience :

Period		Post held on regular basis (Scale of Pay)	Ministry/Department	Brief description of duties
From	To			

12. Any other information :

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.

Dated:

Signature of the applicant