

File No. 2/12/2018/Admn/CIC/
केंद्रीय सूचना आयोग
Central Information Commission
बाबा गंगनाथ मार्ग/Baba Gangnath Marg
मुनिरका/Munirka, नई दिल्ली/ New Delhi – 110067

NOTICE

Date: 8th January 2019

Sub: Engagement of Consultant PS in Central Information Commission on contract basis.

The Central Information Commission proposes to prepare a panel of candidates for the post of Consultant PS on contract basis 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. Persons other than Government servants are also eligible to apply subject to fulfilment of Government Recruitment Rules eligibility conditions.

2. **Qualifications:**

- a) Graduation
- b) Age not exceeding 62 years.
- c) English typing of 35 w.p.m and Hindi typing of 30 w.p.m.
- d) The candidate should have working knowledge of MS Office, Computer handling & Internet browsing.
- e) 10 years experience working as Stenographer/PA

3. **Method of selection**

The applicants will be called for skill test which would consist of both English and Hindi typing test of 50 marks each. Qualifying marks would be 30 marks in each test. Those qualifying the skill test would be called for interview which will carry 100 marks. A panel would be formed of the candidates who qualify the interview and would be engaged as consultant PS as on required basis.


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

- i) The remuneration payable to Consultant PS would be ₹42,000/- (fixed)
- ii) The period of engagement will be initially for six months and is further extendable as per requirement based on the performance.
- iii) He/She shall not be entitled for perquisite such as HRA, CCA, TA, residential accommodation etc.

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- iv) No TA/DA would be admissible to them for joining the assignment or on its completion.
- v) During the period, the consultant PS would be required to attend to all important items of work pertaining to Commission as assigned to by the Commission from time to time.
- vi) The Consultant would be entitled for 10 days leave in a year. The un-availed leave shall lapse at the end of the year.
- vii) 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. He/She 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 persons are requested to send their detailed Bio-data and contact details specially mentioning the areas of experience to the undersigned in the enclosed proforma by 15th January 2019. Those candidates who have already applied for the above post in response to CIC earlier notice of even number dated 07/09/2018 may apply again.


(Sushil Kumar)
Deputy Secretary (Admn)

NIC/CIC for uploading on website of CIC.

PROFORMA

ENGAGEMENT OF CONSULTANT PS 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. Educational Qualification :
7. Details of knowledge of Computer :
8. Brief particulars of Experience :
9. Date of joining in Government service (if applicable) :
10. Date of Superannuation (if applicable) :
11. Name of Ministry/Department from where retired (Attach copy of PPO) (if applicable) :

Period		Post held on regular basis (Scale of Pay	Ministry/Department/ Organization	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:
Place:

Signature of the applicant

