Ministry of Housing & Urban Affairs
Directorate of Printing
New Delhi.

Terms of Reference (TOR) for the post of Consultant

Post : Consultant-II : 01 post

Qualification & Experience

Qualifications:

Essential: Retired Government Officials of Dy. Secretary level.

Experience:

The candidate must have experience in handling legal matters, administrative and service matters. The candidate should also be well versed with Drafting Counter affidavits/ Written submissions etc.

Age limit: 65 years, (as on the last date of application)

Nature of work:

i. He will examine the administrative matters with specific recommendations on appropriate course of action required in the cases referred to him;
ii. He will ensure monitoring of disposal of works in time and suggest to take appropriate and adequate action to complete the procedure.
iii. He will be required to assist the officers/officials in briefing/ discussing the court matters with the concerned Central Government Standing Counsel in the court cases;
iv. He will also examine the orders/ judgments of CAT/Courts and advise of further course of action to be taken in respect of the matter;
v. He will train the dealing staff/officers of the Directorate of Printing, i.e. Headquarter and GIPs to ensure capacity build-up

vi. He will maintain copies of judgments/ orders of the courts/CAT reached finality on different issues on service matters of Central Government employees;

vii. He will assist Director (Printing) as and when required in the processing of court cases, and attending meetings on the review of court cases;

viii. He will be responsible for keeping official records in their safe custody. Any loss of the records under their custody will accrue to them.

ix. Any other duty assigned by Director (Ptg).

Period of engagement & Remuneration:

a) The engagement will purely be on contract basis, initially for a period of one year subject to satisfactory performance.

b) Selected candidate on engagement shall be paid Consolidated remuneration of Rs. 70,000/- p.m. with local conveyance of Rs. 3000/-.

Application for the post of Consultant

Please paste your recent passport photograph

(i) Name .....

(ii) Address .....

.....

(iii) Mobile No. .....

(iv) E-mail .....

(v) Alternate Contact No. .....

(vi) Date of Birth.....Age as on last date of application.....

(vii) Qualifications: (From secondary education onwards)

S. No.	Name of Examinaion	Name of Board/ University	Year of Passing	Subjects	Division	%age of marks/ Grade

(viii) Experience:

S. No.	Name of organization	Status of Organisation (Govt./ Auto Body/ Pvt. Org./ Any other)	Period From.....to....	Salary drawn	Nature of work
			Total period of Experience ____years		

(ix) Any other relevant information:.....

I hereby declare that the above information is true to the best of my knowledge.

Place:

Date: