

Government of India
Ministry of Ports, Shipping & Waterways
(Estt. Section)

425, Transport Bhavan,
1, Parliament Street,
New Delhi - 110001.

A-12033/4/2023-Estt.I-Part (1)

Dated, the 24th September 2025

VACANCY CIRCULAR

Applications are invited for appointment of one (1) Consultant on contract basis in Ministry of Ports, Shipping & Waterways from Retired Central Government Employees. The selected candidates shall be appointed for specific tasks and duration and shall be assigned clear output related goals.

2. The terms and conditions for appointment of the Consultants are as under: -
 - i. It is desirable that the applicant should have minimum 10 (Ten) years of working experience with Central Government Ministry/ Department preferably as SO/ASO in Cash/ Establishment Section(s).
 - ii. Proforma of application for the post of consultant is at Annexure-I
 - iii. Scope of work /job description for the post of Consultant in Annexure II.
 - iv. The age of the applicant should not be more than 63 years on the last date of submission of application.
 - v. The initial period of engagement of the Consultant would be one year from the date of joining. This period may be extended, if required.
 - vi. The monthly remuneration/ Consultancy fees of the Consultants would be fixed by deducting Basic Pension from the pay drawn at the time of retirement + TA.
 - vii. Consultant shall be allowed to avail leave up to 18 days in a calendar year.
 - viii. An agreement of Consultancy will be signed by the selected Consultant. Specific deliverables against time limit will be conveyed to the selected Consultant at the time of signing of agreement.
 - ix. The appointment of Consultant is of temporary nature and can be terminated at any time without assigning any reason.
 - x. The applicant should not have been retired as a matter of punishment;
 - xi. The appointment would be on full time basis and the selected consultants would not be permitted to take up any other assignment during the period of consultancy with the Ministry of Ports, Shipping and Waterways.
 - xii. Consultants shall be required to maintain discipline and absolute integrity in accordance with the CCS(Conduct) Rules, 1964.
 - xiii. Consultants shall not be eligible for any benefit/ compensation/ allowances under provisions of any Act/Rules, in addition to what is mentioned above.

Contd.

3. The eligible persons are requested to submit their **Application** in the prescribed proforma (attached) to the undersigned **latest by 17.10.2025.** The interview, if required, of the eligible/short listed candidates will be held in coming weeks after the closing date. The candidates are required to mention their mobile/telephone number and e-mail address in the application and attach a copy of their PPO. Candidates will have to submit a medical certificate of fitness on the day of interview/joining.



(Sachin Kumar Katiyar)

Under Secretary to the Govt. of India

Copy to: -

1. DoP&T with a request for uploading on the website of DoP&T to give wide publicity.
2. US(IT)/Shri Pravin Srivastava, Technical Director (NIC) is requested to upload the above vacancy circular on the website of the Ministry of Ports, Shipping & Waterways.

Annexure I

PROFORMA

PROFORMA OF APPLICATION FOR THE POST OF CONSULTANT ON CONTRACT BASIS IN THE MINISTRY OF PORTS, SHIPPING & WATERWAYS

1. Name (in Block Letters) -:
2. Date of Birth(attach copy of Aadhar card/PAN card) -:
3. Correspondence Address -:
4. Permanent Address -:
5. Contact Number & Email ID -:
6. Date of Entry into service -:
7. Date of Entry into Govt service/PSU/Autonomous Org (if applicable) -:
8. Date of Retirement -:
9. Name of Ministry/Deptt./Organisation from where Retired -:
10. Educational Qualification/Additional Qualifications, if any -:
11. Brief Particulars of the service with nature of duties performed (if required in separate sheet in chronological order) -:
12. Post held at the time of retirement with scale of pay -:
13. Additional information, if any -:

I hereby declare that all the statement made in the application are true and complete to the best of my knowledge and belief. I agree with the terms and condition for the appointment in case of my selection.

Date:

Signature of Candidate.....

Name:.....

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SCOPE OF WORK / JOB DESCRIPTION OF CONSULTANT

1. Payroll & TDS Management

- Data entry and compilation of Pay Bill Register detail for all employee/ officer of MoPSW.
- Compliances of all type of matter relating to TDS.
- Filing of month (24G) and quarterly (24Q & 26Q) income- tax return for employees/officer of MoPSW.
- Preparation of Form-16 for all employees/ officers, consultants, and Young Professionals of PSW

2. TDS Correction & Compliance

- Regular monitoring of the Income Tax website for errors/updates.
- Registering correction request and uploading revised TDS data.
- Tracking acceptance/rejection status of corrections.

3. GST & Tax Compliance

- Preparation of GST Bills for Payments to RBI on a monthly basis after receiving the Challan from CA.
- Resolving and settling outstanding Income Tax demands.
- Compliance with GST on a monthly, quarterly or annual basis as applicable on the GST portal.
- Managing all matters related to GST.

4. Processing of Bills & Financial Transactions

- Preparation of all type of bills submitted by various sections.
- Processing of professional fee payment to Consultants and Young Professionals engaged by the Ministry.
- Verification and submission of bills on PFMS (Public Financial Management System) for timely payment.
- Scrutiny, verification, and processing of invoices generated through the Government e-Marketplace (GeM).
- Handing imprest money for use by officials of the Ministry.
- Payment of conveyance charges to all officials.
- Preparation of all types of bills including Medicals, Leave Encashment, GPS Withdrawal, Gratuity, Commutation, and Group Insurance.
- Coordination with Pay & Accounts Officer (POA) to ensure adherence to financial rules and timely clearance of payments.
- Maintenance of Bill Register, Contingent Register, and preparation of the Cash Book.

5. Financials Rules & Regulations Compliance

- Ensuring compliance with Government of India's financial and accounting rules, including:
 - Delegation of Financial Powers Rules (DFPR)
 - Cash Management and Payment System
 - Central Treasury Rules/ Receipts and Payments Rules
 - Pay and Allowances Rules
 - House Building Advance (HBA) Rules
 - Budget Manual
 - Travelling Allowances, Leave Travel Concession (LTC), and Medical Claims.
 - Settlement of domestic and foreign travel claims of officers in coordination with M/s. Balmer Lawrie & Co. and M/s. Ashoka Travels.
 - Pension-related matters (Old Pension Scheme, New Pension Scheme, GPF Withdrawal)
 - Understanding of GeM General Terms & Conditions and procurement processes for goods and services through the GeM portal/ CPPP Portal.

6. Salary & Allowances Management

- Handling payroll and allowances of all Group A, B & C officers/ staffs and Hon'ble Ministers & their staff.
- Managing GPF Withdrawal/ Final Settlement, Income Tax Calculation, and Form-16 for Honorarium, Bonus, and License Fee.
- Maintaining Pay Bill Register (PBR) and processing PBR entries.
- Settlement of Composite Tax Grant, TA/LTC Advances, and MEA foreign travel expenses of senior officials.
- Processing of TA/DA, LTC Bills, and Central Transfer Grant (CTG) related to M/s. Ashoka Tours & Travels.
- TA/DA and ISTM Training Bills related to M/s. Balmer Lowrie & Co. and maintaining a register with entries.
- Handling children education allowance, leave encashment, rewards/honorarium.

7. TAN & AIN Management

- Coordination with Income Tax authorities and PROTEAN (formerly NSDL) TAN & AIN.

8. Training & Capacity Building

- Providing on-the- job training on cash section tasks to concerned staff/outsourced staff as per requirement.

9. Additional Responsibilities

- Performing any other duties as assigned by DDO and higher authorities in Administration.