

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

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

A-12033/1/2025-Estt.I

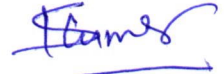
Dated, the 20th March, 2025

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 Under Secretary & above/ equivalent level officer.
 - ii. The applicant should have the knowledge/work experience in the field/ subjects specified in **Annexure II**.
 - iii. The age of the applicant should not be more than 63 years on the last date of submission of application.
 - iv. The initial period of engagement of the Consultant would be one year from the date of joining. This period may be extended, if required.
 - v. 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.
 - vi. Consultant shall be allowed to avail leave up to 18 days in a calendar year.
 - vii. 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.
 - viii. The appointment of Consultant is of temporary nature and can be terminated at any time without assigning any reason.
 - ix. The applicant should not have been retired as a matter of punishment;
 - x. 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.
 - xi. Consultants shall be required to maintain discipline and absolute integrity in accordance with the CCS(Conduct) Rules, 1964.
 - xii. Consultants shall not be eligible for any benefit/ compensation/ allowances under provisions of any Act/Rules, in addition to what is mentioned above.

3. The eligible persons are requested to submit their **Application** in the prescribed proforma (attached) to the undersigned **latest by 10th April, 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.

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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Terms of Reference for Engagement of Consultant

i. The appointed consultant shall possess significant experience in Official Language implementation related work. The consultant's responsibilities will include:

1. Translation-Related Work:

- Translation of Parliamentary Questions and Answers.
- Translation of documents related to Department-related Parliamentary Standing Committees.
- Translation of the Budget and Annual Reports.
- Translation of Action Taken Reports on recommendations of Parliamentary Committees.
- Translation of Cabinet Notes.
- Translation of English content displayed on the official website.
- Translation of material received from the Hon'ble Minister's office.
- Any other translation-related work assigned by the Ministry.

2. Official Language Implementation-Related Work:

- Reviewing quarterly reports received from subordinate offices on Official Language implementation.
- Organizing and monitoring meetings of the Official Language Implementation Committees.
- Regularly conducting Official Language Implementation Committee meetings and ensuring decisions are implemented.
- Coordinating work related to inspections of offices by the First Sub-Committee of the Parliamentary Official Language Committee.
- Organizing Hindi Advisory Committee meetings and ensuring follow-up actions.
- Participating in meetings of the Central Official Language Implementation Committee and implementing decisions taken.
- Organizing and monitoring the Departmental Official Language Committee meetings.
- Performing implementation-related tasks at the level of Joint Director (Official Language) until a regular appointment is made.

ii. Schedule for completion of Tasks: -

The respective wing head will provide schedule timeline for completion of tasks.