



भारत के लोकपाल

Lokpal of India

6, Vasant Kunj Institutional Area
Phase-II, New Delhi-110070

Dated: 03/02/2025

VACANCY CIRCULAR**Subject: Engagement of Retired officials as Consultant -Protocol on contract basis in the Lokpal of India – reg**

The Lokpal of India invites applications from willing and eligible retired officials for their engagement as Consultant-Protocol on contractual basis in Lokpal of India. The number of vacancies to be engaged as Consultant-Protocol are mentioned at **Annexure-I**. The number of consultants may vary as per the requirement. Applicants' age should not be more than 64 years as on the closing date of application.

2. The engagement shall be on contract basis initially for a period of one year which may be extended to two more years (one year at a time) at the discretion of Lokpal of India subject to satisfactory performance of consultants. The engagement can be terminated at any time by the Lokpal of India, without assigning any reason.

3. The detailed Terms and Conditions of the engagement are mentioned at **Annexure-II**.

4. The Lokpal of India reserves the right to accept, or reject in part or in full any or all the responses without assigning any reasons whatsoever.

5. Selection will be made on the basis of past record, experience and assessment of suitability through interview.

6. Interested candidates, who fulfill the eligible criteria, may submit their application in the prescribed format (**Annexure-III**) along with a copy of the following documents (self-attested) (i) Aadhar Card, (ii) Pension Payment Order (PPO)(iii) Certificate of educational & professional qualification, (iv) Last Pay Certificate, and (v) APARs of five years preceding to the retirement, to:-

**Under Secretary (Establishment), Lokpal of India, 6, Vasant Kunj
Institutional Area, Phase-II, New Delhi-110070**

The above documents shall also be produced in original for the purpose of verification at the time of interview.

7. The application may be sent in sealed cover envelop super-scribed "Application for appointment of Consultant-Protocol in Lokpal of India"

8. The last date of receipt of applications, in prescribed format is 30 days of issue of the circular. **Application received after due date/time and without supporting documents will not be considered.**

Binod Kumar

(बिनोद कुमार/Binod Kumar)

अवर सचिव/Under Secretary

भारत के लोकपाल/Lokpal of India

Tel No. 011-26121336

Annexure-I

S.No	Name of Post	No. of Vacancy	Eligibility	Experience
1.	Consultant - Protocol	03	<ul style="list-style-type: none">▪ Retired officer from Courts or Tribunals or Autonomous/Statutory Organizations or Central Government or State Governments or Union Territories.<li style="text-align: center;">AND▪ Possessing Degree from a recognized University in India.	having two years' experience in Protocol duty in Supreme Court/ High Court/ Tribunals/ Central or State Governments/Autonomous bodies /Public Sector Undertakings.

Lokpal of India

Sub: Terms & Conditions for engagement as Consultant on Contract Basis in the Lokpal of India.

1. The engagement can be terminated at any time by the Lokpal of India, without assigning any reason.
2. The consultants should preferably be a resident of Delhi/NCR only or must be able to make own arrangement during the contract period for stay in the city.
3. The consultants will be required to perform duties of protocol, liaison and coordination with different agencies/authorities at airports, railway stations etc and make arrangements related to movements/ visits of Hon'ble Chairperson/ Members and assisting them.
4. The monthly remuneration payable will be fixed as per formula of "Last Basic Pay-minus- Basic Pension" excluding Dearness Allowance. The amount of remuneration shall remain unchanged for the entire term of the contract. There will be no annual increment/percentage increase during the contract period. An appropriate and fixed amount as Transport Allowance for the purpose of commuting between residence and place of work shall be allowed not exceeding the rate applicable at the time of retirement. The amount so fixed shall remain unchanged during the term of Contract. In addition, incentive for performing arduous nature of work during odd hours and holidays will also be paid. However, they may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.
5. Leave of absence may be allowed at the rate of 1.5 days for each completed month of service. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken. Accumulation of leave beyond a calendar year is not allowed.
6. The income tax or any other tax liable to be deducted, as per prevailing rates, at source before the payment of remuneration.
7. He/She shall devote his/her time for the Lokpal of India and he/she shall not accept any other professional appointment, paid or otherwise during the period of Contract.
8. He/She shall perform the duties assigned by the concerned officer In-charge or his/her nominee from time to time.

9. He/She shall maintain absolute secrecy of all the facts and documents which come to his/her knowledge during the period of his/her engagement in the discharge of duties assigned to him/her at all times. The Consultant would be required to sign a non-disclosure undertaking / Agreement as per **Annexure-IV**.
10. In case he/she remains absent from duty, a proportionate deduction from the remuneration as applicable will be made. Further, the engagement may also be terminated.
11. In addition to the working days, he/she may be required to perform duties on Saturday/Sunday and other holidays or beyond office hours, he/she shall not be paid any additional remuneration except fixed incentive. He/she shall not be entitled to the benefits like Provident Fund, Pension, Gratuity etc. or any other benefits available to the government servants who have been appointed in the Government.
12. The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in Lokpal of India.
13. He/she shall be required to maintain decorum and office discipline as expected from a responsible officer.
14. If any declaration or information furnished by him/her proves to be false or if he/she is found to have willfully suppressed any material information, he/she shall be liable to termination of the Contract.
15. Police verification will be got done before joining.

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PROFORMAApplication for appointment of Consultant (Protocol) in Lokpal of India

1.	Name (in full Block letters)				
2.	Father's Name/Husband's Name				
3.	Date of Birth				
4.	Nationality				
5.	Address for communication				
6.	Telephone/Mobile No./ Email-ID				
7.	Date of Retirement and the post from which retired (enclose copy of retirement order)				
8.	Pay Level on regular basis at the time of retirement				
9.	PPO Number (enclose copy)				
10.	Name of Ministry/ Department/Organization from which retired				
11.	Educational Qualification				
12.	Details of Experience (Add a separate Sheet if required)	Organisation	Period		Nature of work
			From	To	
13.	APAR of last five years attached (Yes/No)				

Declaration

I, _____, do hereby declare that particulars furnished above are true and correct to the best of my knowledge. I understand and agree that in the event of any information being false/ incorrect/ incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of Lokpal of India, in this regard. All the terms and conditions of engagement as mentioned in the circular are acceptable to me.

Signature

Full Name of the Applicant

Place:

Date:

NON DISCLOSURE UNDERTAKING/AGREEMENT

To,

The Joint Secretary
Lokpal of India, New Delhi

Sir,

I hereby undertake

- (i) to treat all the information that come to my knowledge as part of my duties in this Department as confidential information and keep it strictly confidential.
- (ii) not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
- (iii) to hold such confidential information in trust and confidence both during and after the terms of my engagement.
- (iv) not to engage in any other employment/occupation/consultancy or any other activity during my engagement with Lokpal of India which would otherwise conflict with my obligations towards Lokpal of India.
- (v) to abide by data security policy and related guidelines issued by Lokpal of India.
- (vi) not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
- (vii) To maintain highest standards of ethics & integrity during the period of engagement as Consultant.

2. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to the Department any records/material, equipment, documents or data which is of confidential nature.

3. I shall keep Lokpal of India informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

5. For the purpose of this undertaking, Confidential Information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature)

Name of the Applicant

AGREEMENT OF CONTRACT FOR ENGAGEMENT AS
CONSULTANT

I (name of person in Capital letters) _____
Son / daughter / wife of _____ Resident of _____

do hereby agree and affirm as follow: -

1. That I have applied for the position of _____ and in consideration of the application I have been offered to be engaged as consultant _____ in the Lokpal of India, vide their offer letter number _____ dated (herein after called "offer letter"), for the period of one year.
2. That I have been conveyed the Terms and Conditions of engagement as Consultant in the offer letter and I have agreed to the same.
3. I also agree that my engagement with the Lokpal of India is for a limited period, as indicated in the offer letter and I shall not have any claim to any existing or future regular post in the Lokpal of India
4. I also agree that the Lokpal of India has full right to terminate my contract of engagement as Consultant if my services are not found satisfactory by the Competent Authority at any point of time.

Place:

Date:

(Signature)

Name of the Person