

No. A-48012/89/2023-Admn(CRCS)  
Government of India  
Ministry of Cooperation  
Office of the Central Registrar of Cooperative Societies

Atal Akshya Urja Bhawan  
CGO Complex, Lodhi Road,  
New Delhi-110003  
Dated: 11 January, 2024

**CIRCULAR**

Sub.: Engagement of retired Central/State Government /State Cooperative Banks or similar Institutions Employees as Consultants - reg.


Office of Central Registrar of Cooperative Societies, Ministry of Cooperation, Government of India invites applications for engagement of Consultants from retired Central/State Government/ State Cooperative Banks or similar Institutions Employees on contract basis. The details regarding eligibility criteria, terms of reference etc. are as under:-

Name of position	No of position	Qualification	Experience Required.
Joint Registrar Pay level-12	1 (One)	1. Should have retired from Central/ State Government, State Cooperative Banks, Autonomous bodies or similar Institutions carrying analogous post at pay level 10-12 as per 7 <sup>th</sup> CPC.	1. Should possess knowledge of Cooperative structure in the country/ state; 2. Should possess good knowledge of working on computers with e-office and MS Office. 3. Having knowledge of Act & Rules related to Multi-State Cooperative Societies; Cooperative Societies, Cooperative Sector Management and Circulars/Act of Reserve Bank of India and Financial Institute will be an added qualification.
Dy. Registrar Pay level-11	03 (Three)		
Asstt Registrar Pay level-10	04(Four)		
Sr. Cooperative Officer Pay level-7	05(Five)	1. Should have retired from Central/ State Government, State Cooperative Banks, autonomous bodies or similar Institutions carrying a post at the Level 7 & 6 respectively (as per 7 <sup>th</sup> CPC) having any nomenclature.	1. Should possess knowledge of Cooperative structure in the country/ state; 2. Should possess good knowledge of working on computers with e-office and MS Office. 3. Having knowledge of Act & Rules of Multi-State Cooperative Societies; Cooperative Societies, Cooperative Sector Management and Circulars/Act of Reserve Bank of India and Financial Institute will be an added qualification.
Jr. Cooperative Officer Pay level-6	06(Six)		

  
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Section Officer/ Asstt Section Officer level Pay level-8/7	05 (Five)	Should have retired from the post of Section Officer/Assistant Section Officer of CSS/Non CSS cadre.	Experience in works related to Establishment, General Administration, Vigilance, Cash, Internal Finance, Budget & Accounts, Parliament, Protocol, RTI, handling Scheme of Central Ministries/Department.  Knowledge of rules and regulations of Central Government in the aforesaid matters.  Good knowledge of working on computers including MS-Word, MS Excel, Power Point and working in e- Office.  Good knowledge of noting-drafting as per works requirements of Central Government Ministries
PPS/PS/PA/Steno Level-11/8/7	05 (Five)	Should have retired from the post of PPS/PS/PA/Stenographer of CSSS or non CSSS cadre	Should have experience of work of PPS/PS/PA/Stenography.

- 2) These Consultants will deal with matters related to multi-state cooperative societies and also in managing its present day-to-day work in various area of activities as per its mandate.
- 3) The terms and conditions of engagement of these Consultants would be guided by the Department of Expenditure Office Memorandum No. 3-25/2020-E.IIIA dated 09.01.2020.
- 4) The monthly remuneration payable will be fixed as per formula of 'last pay- minus-pension'.
- 5) The appointment will initially be made for one year only, which may be extended subject to essential review.
- 6) Retired Central/ State Government/ State Cooperative Banks or similar Institutions employees who are eligible and willing to accept the terms and conditions mentioned in attached **Annexure-I**, may send their application by mail/ post/ physically with duly filled in Bio-data - **Annexure-II**, along with a copy of the PPO/Pensioner card to the undersigned within 15 days from the date of advertisement. Shortlisted candidates will be called for interview as and when informed. Applications may be sent to Under Secretary (Admn), 1<sup>st</sup> Floor, Atal Akshya Urja Bhawan, CGO Complex Lodhi Road, New Delhi-110003 and also at E-mail: us-coopn@gov.in.

  
 (Amit Kumar Rawat)  
 Under Secretary to Govt of India.  
 Telephone- 011-20849019  
 E-mail: us-coopn@gov.in

Copy forwarded to:

1. All Ministries/ Departments (through DoP&T website)
2. Under Secretary (CS-I), Department of Personnel & Training, Lok Nayak Bhawan, New Delhi- with the request to upload the advertisement on the website of DoP&T for wider publicity.
3. NIC : Request to upload the above circular on official website.

GENERAL TERMS AND CONDITIONS

1. The contractual appointment will be in "the Office of Central Registrar of Cooperative Societies, Ministry of Cooperation located in New Delhi.
2. The consultants should preferably be a resident of Delhi/ NCR only.
3. The amount of remuneration shall remain unchanged for the term of the contract. There will be no annual increment/ percentage increase during the contract period.
4. The consultants will not be entitled for any kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, transport facilities, etc.
5. The engagement of the Consultant will be purely on Contract basis.
6. The engagement period for the consultant would be initially for a period of one year. This period which may be extended subject to review at the sole discretion of this Office/ Ministry.
7. The Consultant shall not exceed the age of 65 years.
8. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accommodation of leave beyond a calendar year may not be allowed/ carried forward in case the engagement period is extended. Also, no payment in lieu of un-utilized leaves will be paid by this Office/ Ministry at the time of expiry of contract
9. The candidate will be required to sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.
10. The Ministry may terminate the services of consultants in case he / she is unable to achieve the assigned works within the time-frame or the work assigned to him/ her is not satisfactory to the Ministry or he / she is found to be lacking in honesty and integrity.
11. The Ministry shall also reserve the right to terminate the services of Consultants at any time without giving any notice and also without assigning any reason. The engagement of consultants will not confer any right on the part of individual for permanent appointment to the post.
12. The consultants may be called to the Office on Saturdays, Sundays and any Gazetted Holidays or may be asked to sit late in the office after office hours, in case of exigency of work. No extra allowances will be permissible for the same.
13. The consultants shall continue to draw pension and dearness relief on pension, if any, during the period of their engagement as Consultant. Their engagement as Consultant shall not be considered as a case of re-employment.
14. No TA/DA shall be admissible to the consultants for attending the interview or for taking up the appointment. Consultant will not be allowed any foreign travel at Government expenses.
15. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he will be liable for removal from engagement service and such other action as Government may deem necessary.

**Application for engagement as Consultants in the Office of Central Registrar of Cooperative Society,  
Ministry of Cooperation**

Affix your passport size  
photo

Name of the post applied for:-

1. Name:
2. Father's Name:
3. Date of Birth:
4. Affix your passport size photo:
5. Address:
6. Mobile No;
7. e-mail id:
8. Date of retirement:
9. Name of Ministry/ Department from which retired:
10. Last pay drawn (copy of PPO should be enclosed)
11. Educational Qualifications:
12. Details of Experience:

Sl. No.	Designation & Ministry/ Department	From	To	Nature of work performed

\* attached separate sheet, if necessary

13. I declare that I fulfill, all the requirements for the position as given in the advertisement.
14. Any other information justifying engagement as consultant is attached in Annexure.
15. I declare that I was clear from vigilance angle at the time of my retirement. No disciplinary or judiciary action is pending against me as on date.
16. I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

Place

Date:

(Signature of Applicant)