

No. F. 3(4)/2012-Admn  
Government of India  
Ministry of Parliamentary Affairs

92, Parliament House  
New Delhi -110001

Dated: 10 December 2012

**CIRCULAR**

Subject: Engagement of one Consultant in the Ministry of Parliamentary Affairs.

The Ministry of Parliamentary Affairs, Government of India invites applications from retired Research Officers /Section Officers for engagement as Consultant on contract basis. The details including eligibility criteria etc are enclosed and are also available on the Ministry's website ([www.mpa.gov.in](http://www.mpa.gov.in)). The Ministry of Parliamentary Affairs reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.

Last date for submission of application is 9.01.2013. Applications received after due date will not be considered.

(Rameshwar Prasad)  
Under Secretary to the Govt. of India  
Tele. No. 23034899

To  
All Ministries/Departments of Government of India

Copy to Technical Director, NIC for uploading on the Ministry's website.

## **TERMS OF REFERENCE FOR APPLICATION FROM INDIVIDUALS FOR APPOINTMENT AS CONSULTANT IN THE MINISTRY OF PARLIAMENTARY AFFAIRS**

Post: Consultant

**1. Duty**

Annexure I

**2. Eligibility Criterion**

The Consultants proposed for engagement shall be well acquainted with the functioning of Central Government Ministries / Departments. Persons retired from the posts of Research Officer/Section Officers from Central Govt. Ministries / Departments, having experience in the above field shall be given preference.

**3. Duration**

The candidate selected will be appointed purely on contractual basis initially for period of 4 months. Further extension will be considered based on work performance and the need for the specific post. The appointment of the contractual position may be terminated by the Ministry of Parliamentary Affairs without giving any reason.

**4. Age Limit**

Candidate should not be more than 65 years of age as on 10<sup>th</sup> January, 2013.

**5. Communication and Drafting Skill**

Should have good communication and interpersonal skills with a strong flair for in depth handling work relating to release of funds to States under Schemes/Court Cases/ Parliament Questions /RTI /Administration/Establishment etc.

**6. Computer Literacy**

Computer Literacy is compulsory.

**7. Type of Appointment**

The appointment will be purely on contract basis.

**8. Accommodation**

The Consultant needs to have own accommodation facility in Delhi / New Delhi or nearby places. No accommodation or House Rent will be provided by the Department.

**9. Contract Period**

Initial contract would be for a period till 15.03.2013 extendable for further period as may be decided by the Department. However, the maximum period of appointment will be for a period of three years or 65 years of age whichever is earlier.

**10. Terms of Payment**

The payment would be made on monthly basis as per monthly remuneration agreed to at the time of appointment.

**11. Tax Deduction at Source**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificate/so Service Tax, as applicable shall be payable extra, at the prevalent rates.

**APPLICATION FORMAT FOR THE POST OF CONSULTANT**

1. NAME :
2. FATHER'S NAME :
3. PRESENT/RESIDENTIAL ADDRESS:
4. DATE OF BIRTH: DD/MM/YYYY :
5. E-MAIL ADDRESS WITH TELEPHONE NO.:
6. DATE OF ENTRY INTO GOVT. SERVICE :
7. DATE OF RETIREMENT :
8. EDUCATIONAL QUALIFICATIONS:
9. BRIEF PARTICULARS OF SERVICE WITH NATURE OF DUTIES PERFORMED (starting from last appointment):

S. No.	Name of Ministry/Deptt.	Period(MM/YYYY)		Post held	Nature of Work
		From	To		

10. Knowledge of Computer:

MS Word	
MS Excel	
Power Point Presentation	

11. ADDITIONAL INFORMATION, IF ANY, IN SUPPORT OF YOUR SUITABILITY FOR THE POST.

This is to certify that no disciplinary proceedings were proceedings were pending against me on the date of application and the information given above is true to the best of my knowledge and belief. The supporting documents would be made available on demand.

Yours faithfully,

Signature\_\_\_\_\_

Full Name\_\_\_\_\_

Date:  
Place

Work Allocation

1. Study and preparation of Brochures on various parliamentary matters which have historical or reference value;
2. Advice to Ministries/State Governments on constitutional matters and matters relating to Rules/Conventions of Parliament;
3. Preparing notes and reference material on various parliamentary issues and constitutional matters (excluding court cases);
4. Drafting speeches and talking material for Ministers for use at various parliamentary forums;
5. Selection of Reference Books, Manuals, Brochures and maintenance of the in-house Library;
6. Matters relating to Office of Profit and Powers, Privileges and Immunities of Members of Parliament;
7. Reports of the Administrative Reforms Commission;
8. Coordinating the review/revision/up dating of:-
  - a. Manual of Parliamentary Procedures in the Govt. of India.
  - b. Hand Book on the working of the Ministry of Parliamentary Affairs.
  - c. Statistical Hand Book.
  - d. Brochure on Transaction of Business in Parliament.
9. Ensuring in coordination with the concerned Sections that the contents provided on the website of the Ministry are up-to-date;
10. Any other Research Work allotted by the Joint Secretary/ Secretary/ Ministers.