

**Government of India  
Ministry of Law and Justice  
Legislative Department**

Legislative Department proposes to engage 9 retired Central Government servants as Consultant on contract basis for a period of one year. The details regarding level of post, experience, number of posts and remuneration to be paid is as under:-

1. Retired Govt. officers of the level of Director/Deputy Secretary (01 post) @ Rs.60,000/- pm. Experience – Five years' experience in work relating to policy making and amendments in legislation in respect of Election Laws/ Electoral Reforms.
2. Retired Govt. officers of the level of Under Secretary (01 post) @ Rs.50,000/- pm. Experience- Five years' experience in the work related to establishment/budget matters.
3. Retired Govt. officers of the Level of Section Officer (02 posts) @ Rs. 35,000/- pm. Experience- (i) For 1<sup>st</sup> post- Five years' experience in work related to preparation of pension papers/Bhavishya Portal, Demand for grant, preparation of annual report, preparation of Outcome Budget material, foreign visits etc. (ii) For 2<sup>nd</sup> post - Five years' experience in Parliament Section.
4. Retired Govt. officers of the Level of Assistant Director (Hindi)(01 post) @ Rs. 35,000/- pm. Experience- five Years' experience in work related to translation of Annual Reports/Outcome Budget, RTI applications from English language to Hindi language, implementation of Official Languages policy, Parliamentary Standing Committee, implementation of Annual Programme issued by M/o Home Affairs, updation of website in Hindi etc
5. Retired Govt. officers of the Level of Assistant Section Officer(02 posts) @ Rs. 25,000/-pm. Experience – (i) for 1<sup>st</sup> post - five years' experience in the work related to establishment/ budget matters. (ii) for 2<sup>nd</sup> post - Five years' experience in work related to sanction of advances like GP Fund, House Building, Motor Car/Scooter etc., preparation of Pay Bills, bills relating to retirement benefits, Income tax calculation etc.
6. Retired Govt. officers of the Level of Private Secretary (02 posts) @ Rs. 35,000/- pm. Experience- five years' in the grade of Private Secretary.

Interested and eligible retired Central Governments Officer/Official may submit their application on plain paper indicating their personal details to the undersigned latest by 27<sup>th</sup> June, 2017.



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