

**F.No.9/15/2021-PMS**  
**Government of India**  
**Press Information Bureau**  
**(PMS Section)**  
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**Shastri Bhawan, New Delhi.**  
**Dated: 25.02.2022**

Press Information Bureau invites applications from Retired Central Government Servants for 1 (one) post of Senior Finance Consultant under Media Outreach Programme (MOP) component of Central Sector Scheme "Development Communication & Information Dissemination".

**Scope of Work**

- i. Preparation of proposals of BE/RE and Final Grant for the sub component of Media Outreach Programme (MOP).
- ii. Monitoring of achievements of physical and financial targets related to MOP activities.
- iii. Preparation of replies of queries/observations received from Divisional Heads IFD/Ministry of Information & Broadcasting regarding mid-term review as well as regions for Vartalaps and other MOP related activities.
- iv. Implementation of guidelines of MOP activities keeping in view the requirements of PIB Headquarters as well as Regional/Branch offices of PIB.
- v. Vetting of financial proposals received from the Regional/Branch Offices in connection with Vartalaps, Press Tours and Media Workshop etc.
- vi. Assistance in preparation of tender documents opening and examination of technical/financial bids and furnishing recommendations thereof.
- vii. Provide guidance/training to PIB staff in Regional and Branch offices on financial procedures related to MOP activities.
- viii. Provide assistance in settlement of audit paras related to "Media Outreach Programme".
- ix. Preparation of proposals for outsourcing the manpower at PIB Headquarters and its Regional/Branch offices as proposed in EFC.
- x. Any other work assigned to him/her by the senior officers.

**Eligibility Criteria**

- i. Applicants should essentially have a Graduation Degree.
- ii. Applicant should not exceed 65 years of age.
- iii. The candidate should have had in-depth exposure to handling work relating to internal finance and budget related work.

### **Mode of Selection**

- i. The selection of Consultant is based on interview by a Screening-cum-Selection Committee duly constituted by the Pr.DG, PIB for this purpose. The candidates, meeting the eligibility criteria and shortlisted by the Screening-cum-Selection Committee, shall be called for interview by e-mail or by a notification on PIB's official website [www.pib.gov.in](http://www.pib.gov.in) or by both.
- ii. The committee shall first shortlist the applications on the basis of the criteria decided by it. Thereafter, the Committee will hold a personal interaction with the shortlisted candidates. All the members of the Committee will separately assign the marks (out of 10) to interviewed Consultants. Those securing highest marks out of the total (the sum of marks assigned by each interviewer) shall be recommended by the Committee for engagement. The decision of the Committee shall be final.

### **Remuneration and Allowances**

- i. Consultant shall be entitled for a monthly remuneration as per the stipulations laid down in Department of Expenditure's OM F.No.3-25/2020-E.IIIA dated 9<sup>th</sup> December, 2020 or Rs. 54,000/- per month or whichever is less.
- ii. Consultants shall not be entitled to any kind of allowance or accommodation facility. However, should he/she require to travel inside the country in connection with the official work of the Department, TA/DA admissible to a regular employee of the same grade he/she retired from will be paid to him/her after obtaining approval of the competent authority.

### **Period of Engagement**

Initial period of engagement as Senior Finance Consultant will be for a period of one year from the date of engagement. After expiry of the initial term, engagement may be extended, based on the requirement of Bureau and performance of Consultant concerned, with the approval of the competent authority.

### **How to apply**

Eligible candidates may send their applications, duly filled, as per the proforma prescribed at **Annexure-I** along with the copies of relevant documentary proofs to Dy. Director (MOP), 7<sup>th</sup> Floor, Press Information Bureau, Shastri Bhawan, New Delhi – 110001 or by e-mail at [sfcmop.pib@gmail.com](mailto:sfcmop.pib@gmail.com) latest by 5 P.M. of 11.03.2022. It may be noted that the application, through e-mail mode, should be filled in MS-Word document with Times New Roman font and Font size of 12. Further, the applicant shall submit an undertaking with the application as per the proforma prescribed at **Annexure-II**. The applications received after the prescribed date shall not be entertained.

### **General Conditions**

- i. Tax Deduction at Source (TDS): TDS as admissible shall be deducted from the monthly remuneration of Consultants. A TDS certificate shall be issued by the concerned DDO on demand.

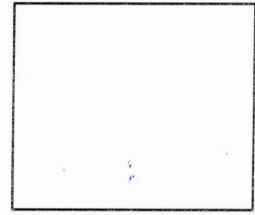
- ii. In case of retired government employee, engaged as Consultant shall continue to draw pension and Dearness Relief thereon during the period of his engagement as Consultant.
- iii. The appointment of Consultants will be on full-time basis and they will not be permitted to take up any other assignment during the period of Consultancy.
- iv. The appointment of Consultants is of temporary (non-official) nature against the specific jobs or against identified vacancies.
- v. The engagement of Consultants will be regulated as per D/o Expenditure's OM F.No.3-25/2020-E.IIIA dated 09.12.2020 and can be terminated by the Department/office at any time without assigning any reason thereof. However, Consultant will have to give 15 days' advance notice or remuneration in lieu thereof before resigning from the engagement.
- vi. The selected Consultant shall be allowed to join upon submitting an undertaking towards acceptance of the terms and conditions as mentioned in the offer letter.
- vii. The consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by the Department/organization.

**Review of Guidelines**

Instructions / conditions given above, may be reviewed as and when the circumstances so warrant, with the approval of the Competent Authority.

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**APPLICATION PROFORMA**



(Affix passport size photo above  
and sign it across)

<b>S.No.</b>	<b>Particulars</b>	
<b>1.</b>	<b>Name of the Applicant</b>	
<b>2.</b>	<b>Name of Father/Husband</b>	
<b>3.</b>	<b>Date of Birth</b>	
<b>4.</b>	<b>Aadhar Number</b>	
<b>5.</b>	<b>Residential Address</b>	
<b>6.</b>	<b>Permanent Address</b>	
<b>7.</b>	<b>Mobile Number</b>	
<b>8.</b>	<b>E-mail address</b>	
<b>9.</b>	<b>Education Qualification</b>	
<b>10.</b>	<b>Details about present/past employment.</b>	
<b>(a)</b>	<b>Name of Organisation</b>	
<b>(b)</b>	<b>Post held at the time of retirement</b>	
<b>(c)</b>	<b>Pay Scale at the time of retirement</b>	
<b>11.</b>	<b>Details of Work experience</b>	

**(MS Word Document typed in Times New Roman Font with Font size of 12.)**

**DECLARATION**

I \_\_\_\_\_, hereby declare that all statements made in this application (Annexure-I) are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being false or incorrect or ineligibility being detected before or after the interview, my candidature/appointment is liable to be cancelled / terminated. I am aware that if I contravene any Rule, my application will be rejected summarily by the Department.

I further declare that I fulfil all the conditions of eligibility prescribed for the post and I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the terms & conditions for engagement as Senior Finance Consultant.

**Date:**

**Place:**

**Signature of the Candidate**

**Full name**

**Address:**