

No. RC/Estt./152-III/2019
**Office of Resident Commissioner,
Government of Maharashtra,
Maharashtra Sadan, Copernicus Marg, New Delhi-110001.**

The office of Resident Commissioner, Government of Maharashtra, Copernicus Marg, New Delhi, invites eligible candidates for walk in interview at **10.00 am on 18.12.2019** from experienced retired officers of State Government of Maharashtra at the level of Deputy Secretary / Under Secretary / Section Officer or equivalent below the age of 64 years for engagement as a Consultant purely on contractual basis for an initial period of one year. The details including eligibility criteria, TOR, etc. are available on Maharashtra Sadan website www.maharashtrasadan.maharashtra.gov.in.

**Sd/-
Assistant Resident Commissioner (Admin.)**

No. RC/Estt./152-III/2019
**Office of Resident Commissioner,
Government of Maharashtra,
Maharashtra Sadan, Copernicus Marg, New Delhi-110001.**

Application from individuals for appointment as a Consultant on contract basis in the office of Resident Commissioner, Government of Maharashtra, Maharashtra Sadan, Copernicus Marg, New Delhi-110001.

Eligibility Criteria:

1. Retired officers of State Govt. of Maharashtra well acquainted with the functioning of State Government and have worked as Deputy Secretary / Under Secretary / Section Officer Level or equivalent with minimum experience of three years or above in the field of Guest House Management, Vehicle Management, House Keeping and Canteen Supervision and overall supervision shall be given preference. Experience in specific domain upto 15 years will be given preference.
2. The retired officer should be mentally and physically fit and also he should have necessary capability for proposed services.
3. No departmental enquiry is pending against the Retired officer and shouldn't have been punished in any Departmental Enquiry.

Age limit:

Candidate should not be more than 64 years of age as on 01.11.2019.

Communication and Drafting Skill:

Candidate should have good communication and interpersonal skill in Marathi language. Computer skill is compulsory. Knowledge of English, Hindi would be asset.

Terms of Reference (TOR)

Type of Appointment:

The appointment would be purely on contract basis.

Contract period:

The initial contract period would be one year extendable for further period up to 03 years. An agreement shall be executed for the contract.

Terms of Payment:

The monthly remuneration shall be the difference between last pay withdrawn i.e. (Basic + DA) and Gross Pension subject to maximum Rs. 58,500/- as per G.R. Misc.-2715/C.R.100/13 dated 17.12.2016 of Government of Maharashtra. No other allowances are admissible.

Tax Deduction at Source (TDS):

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

Instructions

1. Appointments form should be properly filled as per attachment below, Incomplete applications are likely to be rejected.
2. Recent passport size photograph (self attested) should be properly affixed at the place provided in the application form, and 2 extra photographs should be retained with the candidates for further process.
3. The candidate is required to submit a copy of orders of retirement from regular service.
4. The candidate should confirm that he / she fulfils all conditions as mentioned in the notification. If it is noticed that the candidate does not fulfill any of the condition, the candidature will be cancelled at any stage of appointment.
5. The postal address for correspondence should be complete.
6. Age limit up to 64 years as on 01.11.2019.
7. The selected candidates will be appointed on purely temporary basis for the period of one year and further extendable as per requirement and will draw fix emoluments as in Terms of payment and will not be admissible for any other allowance.
8. No Travelling Allowance will be paid to the candidates.
9. Candidates should bring a set of self-attested with recognized photo ID, etc. for submission along with original documents for verification at time of interview, otherwise the candidate will not be allowed for interview.
10. The candidate punished by any court of law in the past for any criminal act shall be disqualified for appointment. The candidate is required to furnish the information regarding any pending police case or court case.
11. If the candidate submits any false information or documents at any stage of appointment or after appointment, his candidature or appointment will be cancelled without any notice.
12. The Resident Commissioner is not responsible to provide residence to the selected candidates.
13. The selected candidates are required to execute an agreement on bond paper.
14. The Office of Resident Commissioner shall be at liberty to terminate this agreement without assigning any reason before completion of the tenure of agreement without giving prior notice in writing.
15. The selected candidates will be required to accept the appointment within 07 days, otherwise his name will be cancelled from the select list without any notice as considering that he/she is not interested for the particular appointment.
16. Candidates should report at 09.30 am with filled forms with other documents experience etc. in original and a set of self-attested copies at the interview venue.
17. The Resident Commissioner has a right to cancel this advertisement and not to proceed in the matter at any stage, to accept or reject any or all applications, without giving any explanation, whatsoever.

Sign/-
Assistant Resident Commissioner (Admin.)
Maharashtra Sadan

Place: New Delhi

Date:

BIO-DATA

Affix your
photo
here

1	Name	:		
2	Date of Birth	:		
3	Department	:		
4	Date of Retirement	:		
5	Contact No.	(Mobile No. / Landline)	Email ID	Address
6	Education Qualification	:		
7	Post Experience	:		
Sr. No.	Duration	Post/Office	Place	Work Experience

8. I have attached documents related to age, educational qualification & work experience.

9. I certify that no departmental enquiry is pending against me. Further I have never been punished in any Departmental Enquiry or for any demoralization / criminal prosecution in any court of law. Hereby, I certify that information furnished is correct.

Date:
Place:

Signature of the candidate