

No.A.12023/01/2020-RS
Government of India
Ministry of Civil Aviation
(Commission of Railway Safety)

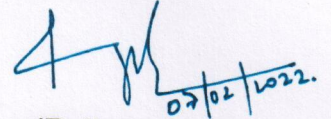
NER DRM office Complex
Ashok Marg, Lucknow
Dated 07.02.2022

CIRCULAR

Subject: Engagement of Consultant by Commission of Railway Safety under Ministry of Civil Aviation, Government of India

Commission of Railway Safety (CRS), Ministry of Civil Aviation (MoCA), Government of India requires services of the officers who are retired at the level of Section Officer/Assistant Section Officer from Ministries of Govt. of India and their attached and sub-ordinate offices, to assist the Commission in Administrative & Financial work related to expansion & optimization of Circle offices of Commission of Railway Safety.

2. The Railway Safety Section (RS Section), situated at Lucknow, Uttar Pradesh is the administrative headquarter of the CRS and is the Cadre Controlling authority of all its employees. It works under the administrative control of MoCA. RS Section invites applications from the experienced retired officers at the level of Section Officer/Assistant Section Officer from Ministries of Govt. of India and their attached and sub-ordinate offices for engagement as Consultant. The details including eligibility criteria, TOR etc. are available on the Commission's website: www.crs.gov.in. The last date of receipt of application is (tentatively 45 days from the circulation). Applications received after due date and time will not be considered.



(Rajiv Kumar)

Dy. Commissioner of Railway Safety (G)

To,
RS Section, Lucknow for publication of the circular on the website of Commission of Railway Safety.

Copy To:

1. IT Cell-MoCA for publication on the website of Ministry of Civil Aviation
2. DoPT with request to circulate/publish the above post on their website

**APPLICATION FORM FOR APPOINTMENT AS CONSULTANT IN
COMMISSION OF RAILWAY SAFETY MINISTRY OF CIVIL AVIATION**

Paste your photo along with signature below the photograph

1. Name:
2. Date of Birth:
3. Contact Number:
4. Address for communication:
5. E-mail:
6. Date of Joining in Govt. Service:
7. Date of Retirement from Service:
8. Name of the Ministry/Department/Attached/sub-ordinate
office from which retired:
9. Last pay drawn (copy of PPO to be enclosed):
10. Educational Qualification:
11. Details of knowledge of Computer:
12. Brief particulars of experience (As per format attached):

Signature

Date:

Place:

Work Experience

S. No.	Designation	Name of Ministry/ Department	Period	Key tasks accomplished (Attach separate sheet if necessary)

TERMS OF REFERENCE

Terms & Conditions for appointment of Consultants in Commission of Railway Safety, Ministry of Civil Aviation on Contractual basis

- 1. Eligibility Criteria:**
 - The Consultants proposed for engagement shall be well acquainted with the functioning of Central Government Ministries/Departments.
 - Applicants should have retired from the post of Section Officer/Assistant Section Officer from Central Govt. Ministries/ Departments including its Attached/Subordinate offices.
 - Applicants should have adequate experience in Administrative matters like Appointments (Regular/Ad-hoc/UPSC/ACC), Service Matters, Parliament Committee Matters etc. and financial matters like Budget preparation & related work, PFMS, AUDIT matters etc.
 - He/She shall have experience in framing Rules/Regulations in establishment matters and in financial matters.
 - He/She is expected to possess adequate competency in preparation of reports/documents/correspondence, by their own.
 - He/She shall possess adequate working knowledge of computers & software tools like MS-Word, Excel & Power Point.
 - Applicants with experience in administrative ministries like (UPSC/DoPT) or financial ministry (like M/o Finance) or Commission of Railway Safety would be preferred.
- 2. Age Limit:**

The upper age-limit of candidates shall not be more than 5 years of their superannuation age as on closing date of receipt of application.
- 3. Leave:**

Consultants shall not be eligible to leave for more than 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
- 4. TA/DA**

No TA/DA shall be admissible for joining the assignment or on its completion. Consultants will not be allowed foreign travel at Government expenses. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work as per government rule.
- 5. Type of appointment:**

The appointment will be purely on contract basis.
- 6. Contract Period:**

Initial contract would be for a period of one year extendable for further period as may be decided by the Ministry.

7. **Terms of Payment of remuneration:**
The maximum remuneration to be paid to retired government servants/consultants shall be last pay drawn minus pension plus Transport Allowance (TA) as per para 7.2 of the Department of Expenditure O.M.No.3-25/2020-E.IIIA dated 09/12/2020.

8. **The Department reserves the rights, as follows:**
To decide to cancel this advertisement, and not to proceed in the matter, at any stage accept or reject any or all applications, without giving any explanation, whatsoever.

9. **Basis for Evaluation:**
The scrutiny of applications will be carried out by the Ministry on the basis of required Qualification & Experience of individuals based on past work experience. Consultancy Evaluation Committee constituted for the purpose, may conduct personal interview with the shortlisted applicants

10. **Guidelines for submission of the Applications:**
The duly completed Application in prescribed format should be submitted to email id sors.moca@gov.in **on or before 05.00 P.M. on last date of application** The application may also be forwarded to the below mentioned address. Any application received after the above mentioned deadline will not be considered.

**Chief Commissioner of Railway Safety
NER DRM OFFICE COMPLEX
Ashok Marg, Hazratganj,
Lucknow-26001**