

TERMS & CONDITION FOR ENGAGEMENT OF RETIRED GOVERNMENT EMPLOYEES against sanctioned vacant posts of Staff Officer to VC (Pay Level 11), Administrative Officer (Pay Level 11), Deputy Administrative Officer (Pay Level 10), Section Officer (Pay Level 8), Store Officer (Pay Level 8), Senior Office Assistant / Record Keeper (Pay Level 6) as per 7th CPC:-

- (i) The officers should have been retired/retiring from a Government Departments on or before the closing date of receipt of application form.
- (ii) He/she should not be more than 65 years of age on the closing date of the receipt of application form.
- (iii) He/she should be at least graduate and having well knowledge of computer and software operation.
- (iv) He/she should have been retired from the post sanctioned in the Pay Matrix Level-6 to 11. Officers retired from the post sanctioned in Pay Matrix Level above 11 shall not be considered.
- (v) He/she should be having good knowledge of GFR/FR-SR and service rules (i.e. CCS Leave Rules, LTC Rules, CPF Rules etc.)/Conduct Rules/ Service Rules and Administrative/Establishment/Accounts/Store/Purchase/and Other General Administrative work
- (vi) The retired officer / official should be clear from vigilance angle.
- (vii) The engagement of retired government employees shall be on full-time basis and he/she would not be permitted to take up any other assignment during the period of consultancy.
- (viii) The engagement of retired government employees shall initially be for a period of one year which can be extended further subject to satisfactory performance. The total period of engagement of retired government employees shall not exceed 5 years or, the maximum age limit of engagement of retired government employees shall be 65 years, whichever is earlier.
- (ix) The engagement of retired government employees shall be allowed to draw the last pay drawn on retirement less pension Plus DA as applicable on it only. However, the pay (basic pay Less basic pension) shall not exceed the maximum cell pay of the pay matrix of the post applying for.

OR

Sl. No.	Category of retired government employees	Salary
1.	Government employees retired from pensionable service	Last Basic Pay – Basic Pension + Dearness Relief (DR)
2.	Government employees retired from non- pensionable establishments	70% of the Last Pay (Basic Pay + DR)

- (x) Allowances: The engagement of retired government employees shall not be entitled to any allowances such as DA, HRA, Transport allowance, Medical reimbursement or any other benefits etc.
- (xi) No TA/DA shall be admissible for joining the assignment or on its completion. The engagement of retired government employees shall not be allowed foreign travel at Government expenses. However, the engagement of retired government employees shall be allowed TA/DA for their travel inside the country in connection with the official work, if any, as per their entitlement as on the date of retirement.
- (xii) The engagement of retired government employees shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a retired government employee shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on pro-rata basis). Also un-availed leave in a calendar year shall not be carried forward to next calendar year.
- (xiii) The other benefits and terms & conditions of engagement of retired government employees shall be governed as the Office Memorandum No. F.20/4/2015-AC/204-248 dated 04.12.2015 issued by the Finance (Accounts) Department, Government of NCT of Delhi (copy available on the web site of the Finance Department, Government of NCT of Delhi).
- (xiv) The candidate shall require to submit the following documents (duly self-attested) along with his/her application in prescribed application form.
 - (a) Retirement Order
 - (b) Proof of Date of Birth.
 - (c) Proof of Educational & Other qualification (from High School onwards with copy of mark sheets in ascending order)
 - (d) Proof of Experience of administrative/establishment/store/ purchase and other general administration work and working of the offices and departments of the Govt. of NCT of Delhi (from the date of joining the Govt. Service to the date of retirement in ascending order with names of Departments/Offices where served).
 - (e) Vigilance Clearance Report of the time of retirement.
 - (f) Copy of Last Pay Certificate (LPC).
 - (g) Copy of Pension Payment Order (PPD).
 - (h) Copy of Aadhaar Card and address proof/ID.
 - (i) Copy of PAN Card.
- (xv) The University reserves the right to fill or not to fill post advertised, no correspondence, whatsoever, will be entertained from the candidates regarding postal delays, conduct, result and reason for not being shortlisted.