

**PUDUCHERRY STATE SPORTS COUNCIL  
INDIRA GANDHI SPORTS COMPLEX,  
UPPALAM, PUDUCHERRY  
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**Sub:** PSSC – Guidelines for the engagement of retired Govt. officials as consultant in the PSSC – Reg.

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**(i) GENERAL CONDITIONS:**

As per the provisions of GFR (Rule 163-177) and Department of Personnel and Training, New Delhi guidelines, the consultancy assignment to be awarded for a specific job shall be resorted to only in a situation requiring higher quality services for which the concerned Department does not have requisite expertise. While engaging Consultants, due economy shall be observed while determining their fees and such fees may not be disproportionate to the work to be carried out by Consultants. So also, engagement of Consultant should not be allowed for routine day to day work for which the Department has regular staff support. However, retired Govt. officials with expertise in establishment/accounts etc. may with the approval of Competent Authority, be engaged in Government Departments where regular arrangement could not be made immediately due to circumstances beyond their control.

**(ii). PERIOD OF ENGAGEMENT:**

Consultant (Retired Govt. officials) shall be engaged for a minimum period required. The maximum period of engagement shall be for a period of 2 to 5 years. The initial engagement for a retired Govt. official as Consultant shall be for a period of six months and shall be extended in six monthly periods not exceeding a maximum of 2 to 5 years. The initial term of appointment and subsequent extension(s) if any, shall be decided on case to case basis depending upon the specific job of a specialized nature with the recommendation of Consultancy Evaluation Committee of the Department concerned constituted for this purpose and its review report with the approval of competent authority viz., the Chairman of the PSSC, Puducherry.

The appointment of Consultant may either on full-time or part time basis and in the case of full time engagement, they shall not be permitted to take up any other assignment during the period of Consultancy.

The appointment of Consultant shall be of a temporary (non-official) nature against the specific jobs and the appointment can be cancelled at any time by the Department without assigning any reason.

**(iii) QUALIFICATION AND EXPERIENCE:**

An official who has retired as Junior Accounts Officer or Superintendent in the U.T. Government.

**(iv) AGE LIMIT:**

The maximum age limit for the Consultants will be 65 years. No redirect Govt. Servant should be engaged as a Consultant beyond the age of 65 years,

**(v) PROCEDURE:**

The Government Department desirous of engaging retired Govt. officials as Consultant shall prepare terms and conditions for the work to be done by engaging JAO in terms of the provisions given in GFR and invite applications in the proforma given in Annexure-I and place the same on Official Website of Education Department of Puducherry as given below.

1. <http://schooledn.py.gov.in>
2. <http://www.py.gov.in>

All the applications received in response to the Notification shall be scrutinized and shortlisted by the concerned Departments as per their requirement and in the light of consultancy guidelines. Thereafter the concerned Department would submit a proposal before the CONSULTANCY EVALUATION COMMITTEE of the concerned administrative Department.

The composition of Consultancy Evaluation Committee concerned Department shall be as under:-

- |        |  |            |
|--------|--|------------|
| (I).   | Secretary to Govt. (Edn.) / Vice Chairman PSSC | : Chairman |
| (II).  | Director of School Education                   | : Member   |
| (III). | Member Secretary                               | : Member   |

After approval of the Consultancy Evaluation Committee, the concerned administrative department will thereafter obtain the approval of the competent authority viz., the Chairman of the PSSC before issuing offer of appointment to the candidate as JAO on the recommendation of Consultancy Evaluation Committee.

**(vi). FEE**

The Consultancy Fee fixed by the Department concerned shall be proportionate to the work to be carried out. The amount Consultancy fee for the retired Govt. officials shall not exceed the ceiling of **Last Pay Drawn minus Pension and DA.**

The retired Government officials appointed as JAO shall however continue to draw pension and dearness relief on pension during the period of his/her engagement as Consultant.

**(vii) ALLOWANCES**

The Consultant shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, Medical Reimbursement, Insurance etc. However they will be entitled for Travelling Allowance on official tour at the rates applicable to a Govt. Officer holding equivalent post on regular basis. His/her engagement as JAO shall not be considered as a case of re-employment.



**(viii). LEAVE**

The Consultant shall be eligible for 12 days leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 12 days in a year (calculated on a pro-rata basis). His/her unavailed leave in a calendar year cannot be carried forward to next year as well as not entitled for encashment of unavailed leave. The Govt. Department would be free to terminate the services in case of absence of a Consultant by more than 15 days beyond the entitled leave in a calendar year.

**(ix). AGREEMENT**

An agreement shall be executed with the Consultant so engaged in the proforma given in Annexure.

**(x).** The duly filled in application form as in the Annexure – I may be submitted to "The Director, Directorate of School Education, Puducherry" superscribing on the envelope **"APPLICATION FOR THE POST OF CONSULTANT** on or before **03.09.2021.**

  
**(M. SHANMUGAM)**  
**ADMINISTRATIVE OFFICER**