

No. A-48012/ 89/ 2023-Admn(CRCS) (e-120522)  
Government of India  
Ministry of Cooperation  
Office of the Central Registrar of Cooperative Societies(CRCS)

9<sup>th</sup> Floor, Tower-E, World Trade Centre  
Nauroji Nagar, Safdarjung Enclave  
New Delhi-110 029  
Dated: the 14th May 2026

**CIRCULAR**

Sub.: Engagement of Consultant in O/o Central Registrar of Cooperative Societies - reg

Office of Central Registrar of Cooperative Societies, Ministry of Cooperation, invites applications for engagement as Consultant from retired Central Government Employees on contract basis. The details regarding eligibility criteria, terms of reference etc. are as under: -

No of position	Qualification	Experience Required.
01 (One)	1. Should have retired or retiring shortly from the post of minimum Assistant Section Officer of CSS/Non-CSS cadre  2. <b>Desirable</b> Graduation in any discipline from recognized University.	1. Good experience in handling of Court Cases, VIP Matters, Establishment, Budget & Account, Parliament, RTI and other activities of Central Ministries/ Department.  2. Good knowledge of various rules and regulations of Central Government in the aforesaid matter.  3. Good knowledge of working on computers including MS -Word, MS-Excel, PowerPoint and working in e-Office.  4. Good knowledge of independent noting-drafting on Computer/e-Office as per requirements of Central Government Ministries.

2) The Consultants will deal with matters related to Court Cases, VIP Matters, Finance and also in managing its present day-to-day work in various area of activities as per its mandate.

3) The terms and conditions of engagement of these Consultants would be guided by the Department of Expenditure Office Memorandum No. 3-25/2020-E.IIIA dated 09.12.2020.

4) The monthly remuneration payable will be fixed as per formula of last basic pay-minus-pension'.

5) The appointment will initially be made for one year only, which may be extended subject to essential review.

6) Retired Central Government employee who are eligible and willing to accept the terms and conditions mentioned in attached **Annexure-1**, may send their application by mail/ post/ physically with duly filled in Bio-data in attached **Annexure-II**, along with a copy of the PPO/Pensioner card to Shri Arun Kumar Singh, Under Secretary (Estt), O/o CRCS within 15 days from the date of advertisement through Dak or E-mail: us01-legal@crs.gov.in . No TA/DA shall be paid for attending the interview or for taking up the appointment.

Singh  
14/05/2026

(Arun Kumar Singh)

Under Secretary to Govt of India.

Telephone-011-20909010

E-mail: us01-legal@crs.gov.in

Copy forwarded to:

1. All Ministries/ Departments (through DoP&T website)
2. Under Secretary (CS-1), Department of Personnel & Training. Lok Nayak Bhawan, New Delhi- with the request to upload the advertisement on the website of DoP&T for wider publicity.
3. NIC: Request to upload the above circular on official MoC website.

**GENERAL TERMS AND CONDITIONS**

The contractual appointment will be in "the Office of Central Registrar of Cooperative Societies, Ministry of Cooperation located at 9<sup>th</sup> Floor, Tower-E, World Trade Centre, Nauroji Nagar, New Delhi.

2. The consultants should preferably be a resident of Delhi NCR only.
3. The amount of remuneration shall remain unchanged for the term of the contract. There will be no annual increment/ percentage increase during the contract period.
4. Consultants shall not be entitled to any kind of accommodation or allowance facility such as Dearness Allowances, Transport Facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement etc.
5. The engagement of the Consultant will be purely on contract basis. The engagement shall not be considered as a case of re-employment.
6. The engagement period for the consultant would be initially for a period of one year. This period may be extended subject to review at the sole discretion of this Office/Ministry.
7. The person engaged on contract basis shall not be entitled to any other benefits viz Provident Fund, Pension, Insurance, Gratuity etc.
8. Age of candidates should not cross 62 years at the time of applying for consultant job.
9. The consultant will be allowed 1.5 days leave for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed. Also, no payment in lieu of un-utilized leaves will be made by this Department. Leave for more than three days in a single spell shall not be allowed.
10. Department shall reserve the right to terminate his/her engagement at any time without giving any notice and reason whatsoever. He/she can resign as consultant after giving 15 days' notice in advance or consultancy fee in lieu thereof.
11. His/her engagement will be on full time basis and during the period of his/her Consultancy in this Department, he/she shall not take up any other assignment in any public or private organization, whatsoever.
12. He/she will not act in a manner that will be detrimental to the activities or reputation either of this Department or of the Government of India.

13. He/she will not reveal or share with any third party, any secret or confidential information or data related to this Department that he/she may have come to know about or become aware in the course of this engagement.

14. He/she will not get himself /herself involved in activities or exhibit behavior during the course of his engagement that result in conflict of interests or unbecoming the prudent man.

15. He/she will maintain absolute integrity during his/her engagement as consultant in this Department.

16. If any declaration given or information furnished by the candidates proves to be false or if the candidate is found to have willfully suppressed any material information, he/she will be liable for removal from engagement service and such other action as Government may deem necessary.

17. This Department shall have the right to examine/review the services provided by him/her at any time.

18. This Department shall not be responsible for any loss, accidental damages/injury suffered by him/her whatsoever arising in or out of the execution of his/her work including travel.

#### **ANNENURE-II**

#### Application for engagement retired Central Government Officials as Consultants in the Office of Central Registrar of Cooperative Society, Ministry of Cooperation

Affix your passport  
Size photo

1.	Name	
2.	Father's Name	
3.	Date of Birth & Age	
4.	Contact details	
5.	Address for communication	
6.	Date of joining in Government Service	
7.	Date of Retirement	
8.	Post from which retired	
9.	Name of Department from which retired	
10.	Last pay drawn	
11.	PPO No ( with copy)	
12.	Experience Details ( A separate sheet may be annexed)	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

I understand and agree that in the event of information being found false or

incorrect/incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Office of Central Registrar of Cooperative Societies, Ministry of Cooperation.

I have read this circular and ready to accept the general terms and conditions for engagement of consultant.

Place

Date:

Signature  
Full name of the applicant