

No. 1-8/2026-CEA
Government of India
Ministry of Cooperation
Cooperative Election Authority

9th Floor, Tower-E, World Trade Centre
Nauroji Nagar, Safdarjung Enclave,
New Delhi-110 029
Dated: the, 07th August, 2026

CIRCULAR

Sub.: Engagement of retired Central Government Employees as Consultants-reg

Office of Cooperative Election Authority, Ministry of Cooperation, Government of India invites applications for engagement of consultants from retired Central Government employees on contract basis. The details regarding eligibility criteria, terms of reference etc. are as under: -

Name of position	No of position	Qualification	Experience Required.
Assistant Registrar Level - 10	01(One)	Should have retired from Central Government (or retiring shortly) at Level 10 and above.	1. Experience in handling Election related matters, Court Cases, Cooperative sector related matters, VIP matters, Establishment, RTI and other activities of Central Ministries/Departments 2. Knowledge of rules and regulations of Central Government in the aforesaid matter. 3. Knowledge of working on computers including MS-Word, MS-Excel, PowerPoint and working in e-office 4. Knowledge of noting-drafting on computer/e-office as per requirements of Central Govt. Ministries. 5. Files are to be initiated independently. No other assistant will be provided.

2) These Consultants will deal with matters related to multi-state cooperative societies, elections/Administration /Court cases and managing connected activities as per its mandate. Preference will be given to those candidates who have experience in dealing with cooperative related matters.

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

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

GENERAL TERMS AND CONDITIONS

1. The contractual appointment will be in "the Office of Cooperative Election Authority, Ministry of Cooperation located in 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. The consultants will not be entitled for any kind of allowances and residential accommodation except Transport Allowance. They will also not be entitled to telephone facilities, transport facilities etc.
5. The engagement of the Consultant will be purely on Contract basis.
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. Age at the time of submission of application should not be **more than 62 years**.
8. The person shall not continue to work as consultant beyond the **age of 65 years**.
9. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed/carried forward in case the engagement period is extended. Also, no payment in lieu of unutilized leaves will be paid by this Office/Ministry at the time of expiry of contract.
10. The candidate will be required to sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.
11. The Office may terminate the services of consultants in case he/she is unable to achieve the assigned works within the time-frame or the work assigned to him/her is not satisfactory to the Office or he/she is found to be lacking in honesty and integrity.
12. The Ministry shall also reserve the right to terminate the services of consultants at any time without giving any notice and also without assigning any reason. The engagement of consultants will not confer any right on the part of individual for permanent appointment to the post.
13. The consultants may be called to the Office on Saturdays, Sundays and any Gazetted Holiday or may be asked to sit late in the office after office hours, in case of exigency of work. No extra allowances will be permissible for the same.
14. The consultants shall continue to draw pension and dearness relief on pension, if any during the period of their engagement as consultant. Their engagement as consultant shall not be considered as a case of re-employment.
15. No TA/DA shall be admissible to the consultants for attending the interview or for taking up the appointment. Consultant will not be allowed any foreign travel at Government expense.
16. If any declaration given or information furnished by the candidate proves to be false or the candidate is found to have willfully suppressed any material information, he will be liable for removal from engagement service and such other action may be initiated as Government may deem necessary.

ANNENURE-II

Application for engagement as Consultants in the Office of Cooperative Election Authority, Ministry of Cooperation

Name of the post applied for:-

1. Name:
2. Father's Name:
3. Date of Birth:
4. Affix your passport size photo:
5. Address:
6. Mobile No:
7. e-mail id:
8. Date of retirement:
9. Name of Ministry/ Department from which retired:
10. Last pay drawn (copy of PPO should be enclosed)
11. Educational Qualifications:
12. Details of Experience:

Affix your passport
size photo

Sl. No.	Designation & Ministry/ Department	From	To	Nature of work performed

*attach separate sheet, if necessary

13. Name and contact number of the concerned Joint Secretary/Director, with whom the Officer had served in the last term-

14. I declare that I fulfil, all the requirements for the position as given in the advertisement.

15. Any other information justifying engagement as consultant is attached in Annexure.

16. I declare that I was clear from vigilance angle at the time of my retirement. No disciplinary or judiciary action is pending against me as on date.

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

Place

Date:

(Signature of Applicant)