

F. No. A-130/1/2025-HQ-Estt
Government of India
Ministry of Labour and Employment
Directorate General Occupational Safety and Health

N.S. Mankikar Marg, Sion (East),
Mumbai -400022, dated, the September, 2026

VACANCY CIRCULAR

Subject: Engagement of Retired Government Servants as Consultants (05 Posts) in the Directorate General Occupational Safety and Health – reg.

In accordance with Ministry of Labour and Employment guidelines dated 30.11.2018, The Directorate General Occupational Safety and Health (an attached Office under the Ministry of Labour & Employment) invites applications from eligible retired Government officials for engagement as Consultants on contract basis at DGOSH (HQ), Mumbai, as per following details:

S. No.	Name of the Post	No. of Posts	Particulars	Nature of Work/Responsibilities	Channel of Submission
a.	Consultant	Five (05)	General Eligibility : - Retired Central Government/ State Government/ PSU/ Autonomous Body officials. - Officers retired from Level-6 to Level-10 of Pay Matrix (7th CPC) or equivalent. - Should possess considerable experience in Central Government	The Consultants shall perform the duties assigned to him which may include but not restricted to work related to administration / accounts / RTI / Grievances / Legal matters etc.	-

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				maintenance of data of LIMBS Portal. v. Examination of disciplinary matters, service-related disputes and vigilance-related references from a legal perspective. vi. Legal vetting of agreements, MoUs, contracts, office orders and policy documents, wherever required. vii. Advising DGOSH on compliance with statutory provisions, Government instructions and judicial pronouncements. viii. Other works assigned by Officers	
	Consultant for RTI / PG Matters and Parliamentary Questions	One (01)	Desired Qualifications / Experience: • Experience in matters relating to the RTI / PG. • Experience as CPIO/APIO/FAA preferred. • Experience in dealing with matters related to Parliamentary	i. Coordination and monitoring of all matters relating to the Right to Information Act, 2005, including processing of RTI applications / appeals. ii. Assistance in drafting replies to RTI applications, First Appeals and correspondence relating to RTI matters in coordination with concerned Divisions/Regional	Consultant → CPIO → FAA

			Questions	iii. Offices. Monitoring compliance with statutory timelines prescribed under the RTI Act and maintenance of RTI records, MIS and reports. iv. Monitoring and processing of Public Grievances received through CPGRAMS, PG Portal, and other grievance redressal mechanisms. v. Examination of grievances, coordination with concerned Divisions/Regional Offices, preparation of draft replies and ensuring timely disposal of grievances. vi. Maintenance of records, pendency statements, dashboards and periodic reports relating to Public Grievances. vii. Coordination and monitoring of Parliamentary Questions (Starred/Unstarred), Assurances, Special Mentions, Committee references and other Parliamentary	
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				viii. matters. Collection, compilation and examination of inputs from Divisions/Regional Offices and preparation of draft replies, briefing notes and background material relating to Parliamentary matters. ix. Preparation of periodical reports, returns, presentations and MIS relating to RTI, Public Grievances and Parliamentary Matters for submission to the Ministry and other authorities. x. Any other work relating to RTI, Public Grievances, Parliamentary Matters and Administration assigned by the Competent Authority from time to time.	
	Financial Consultant	One (01)	Desired Qualifications / Experience: Experience in Accounts / Audit / Budget / Financial Management.	i. Examination of budget proposals, revised estimates and expenditure monitoring. ii. Assistance in preparation of Annual Budget, Outcome Budget and financial	Consultant → Section Officer → US → HoO

			Knowledge of GFR, PFMS and audit procedures desirable.	iii. Scrutiny of financial proposals, procurement cases and expenditure sanctions. iv. Monitoring utilization of budget allocations and preparation of expenditure statements. v. Assistance in matters relating to Internal Audit, C&AG Audit observations and settlement of audit paras. vi. Examination of matters relating to GFR, DFPR and procurement procedures. vii. Financial analysis and preparation of reports/returns required by the Ministry and other authorities. viii. Other works assigned by Officers	
	Administrative Consultant (s)	Two(02)	Desired Qualifications / Experience: Experience in Administration /Establishment / Service Matters / Recruitment / Vigilance.	i. Assistance in establishment and personnel matters including recruitment and promotion ii. Examination of matters related to MACP and pay fixation iii. Providing assistance in matters related to transfer, seniority and	Consultant → Section Officer → US → HoO

			Strong flair for in-depth examination relating to Policy matters and Administration.	service-book related matters. iv. Examination of administrative proposals received from Ministry and field offices. v. Coordination and monitoring of e-Office, record management and digitization initiatives. vi. Preparation of reports, returns and data required by the Ministry and other Government agencies. vii. Any other administrative work assigned by the Competent Authority from time to time.	
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Terms and conditions of engagement:

	NAME OF THE POST	CONSULTANT
i.	Number of Vacancy	Five (05)
ii.	Term of Appointment	Initially, the Consultants will be engaged for a period of 01 year and maximum up to the age of 65 years. After the period of 01 year, if the performance of the Consultant is found satisfactory based on his/her Annual Performance; the same can be extended upto maximum tenure of 03 years with the approval of the Competent Authority. The Consultant will not be permitted to take up any other assignment during the period of engagement.
iii.	Nature of	The appointment of Consultants will be of temporary nature and the engagement of Consultants can be

	Engagement	terminated by the Ministry / Directorate at any time without assigning any reason thereof by giving them 15 Days' notice. However, in case a Consultant wishes to resign, he will have to give 15 days' advance notice or remuneration in lieu thereof before resigning from the engagement.									
iv.	Place of Posting	Directorate General Occupational Safety and Health, CLI administrative Building, NS Mankikar Road, Sion, Mumbai – 400022									
v.	Age Limit	Below 64 years as on the closing date of Application. However his tenure as Consultant shall not be extended beyond 65 years of age.									
vi.	Monthly Remuneration	<table border="1"> <tr> <th>Level (as on date of retirement)</th><th>Remuneration</th><th>Conveyance Allowance</th></tr> <tr> <td>6-7</td><td>30,000/-</td><td>3,000</td></tr> <tr> <td>8-10</td><td>40,000/-</td><td>3,000</td></tr> </table> *The total monthly remuneration and the Pension drawn by the Consultant shall not be more than the Last Pay Drawn by him calculated at current rates of DA.	Level (as on date of retirement)	Remuneration	Conveyance Allowance	6-7	30,000/-	3,000	8-10	40,000/-	3,000
Level (as on date of retirement)	Remuneration	Conveyance Allowance									
6-7	30,000/-	3,000									
8-10	40,000/-	3,000									
vii.	Allowance	No other allowances (except conveyance allowance as mentioned in point (vi) will be admissible to the Consultants)									
viii.	TA/ DA	No TA/ DA shall be admissible for joining the assignment or its completion. Foreign travel of Consultants is not permitted at all. However, should they require to travel inside the country in connection with the Official work of the Ministry / Directorate, TA/DA as admissible to a regular employee of the same grade, he/she retired from, will be paid to him/ her after obtaining approval of the Competent Authority.									
ix.	Drawl of Pension	A retired Government Official appointed as Consultant shall continue to draw pension and dearness relief on pension during the period of his engagement as consultant. His/ her engagement as									

		Consultant shall not be considered as a case of re-employment.
x.	Leave	The Consultants shall be entitled for 08 days of Casual Leave in a calendar year on pro-rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to the Consultants. Also, un-availed leave shall neither be carried forward to next year nor encashed.
xi.	Tax Deduction at Source (TDS)	TDS as admissible shall be deducted from the monthly remuneration of Consultants. A TDS Certificate shall be issued by the concerned DDO on demand.
xii.	Termination of Contract	The engagement of Consultants can be terminated by the Ministry / Directorate at any time without assigning any reason thereof by giving them 15 Days' notice. However, in case a Consultant wishes to resign, he will have to give 15 days' advance notice or remuneration in lieu thereof before resigning from the engagement.
Xiii.	Confidentiality Clause	The Consultant shall not utilize or publish or disclosed or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for the Ministry/ Department/ Organisation without the express consent of the Ministry/ Department/ Organisation. The Consultant shall be bound to hand-over the entire set of records of assignment to the Ministry/ Department before the expiry of the contract before the final payment is released by the Department/ Organisation.
xiii.	Conflict of Interest	The Consultant shall in no case represent or give opinion or advice to others in any matters which is adverse to the interest of the Ministry/ Department nor will he indulge in any activity outside the terms of the contractual assignment. The Consultant will not be entitled for any benefit/ compensation absorption/ regularization of service with this Department.

xiv.	Working Hours	As per the guidelines of the DGOSH (9:30 to 6:00 at present). However, the Consultants may sometimes have to work beyond office hours as per the exigency. Attendance would be made through the Biometric Attendance System.
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2. Interested candidate may apply through mail at sudhir.agarwal17@gov.in with clearly mentioning subject in the mail or send application by post in enclosed proforma as Annexure-I addressed to the Director General, DGOSH, 1st Floor, CLI Main Administrative Building, N.S. Mankikar Road, Sion, Mumbai – 400022. Candidate must submit documentary evidence for DOB, educational qualification and previous employment.
3. The Directorate General of Occupational Safety & Health reserves the right to accept or reject the applications without assigning any reasons.
4. The applicant should have a valid personal email ID, which should be kept active at least till the completion of this engagement process. DGOSH shall send all communication to the said email ID. In case, a candidate does not have a valid personal email ID/she/he should create one before applying for the advertised post.
5. The last date for receipt of application is **21 days from the date of publication of the advertisement.**



(Sudhir Agarwal)

Under Secretary to Government of India

DGOSH, Mumbai

Email: sudhir.agarwal17@gov.in

ANNEXURE-I

Application for the post of Consultant in Directorate General Occupational Safety & Health (DGOSH), Mumbai

Recent
Passport
Size
Photograph

1.	Full Name (in Block Letters)	
2.	Father's/Husband's Name	
3.	Date of Birth	
4.	Contact details	Mobile No./Tel. No. Email ID:
5.	Address for communication	PIN:
6.	Date of Joining of Government Service	
7.	Age as on date	
8.	Whether SC/ST/OBC	
9.	Whether Physically handicapped	
10.	Date of retirement and the post from which retired (enclose copy of retirement order)	
11.	Name of the Ministry/Department from which retired	
12.	Last Pay Drawn (Please enclose copy)	
13.	Education/ Technical Qualification (Please enclose copy of Certificate/Mark Sheet)	
14.	P.P.O.No. (Please enclose copy)	
15.	Details of Computer Knowledge	
16.	Brief particulars of Experience of the last 10 years (assignment-wise) [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 any 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 Ministry of Labour & Employment. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Place:

Signature

Date:

(Full name of the
applicant)