

No. A-12011/4/2025-Lokpal



भारत के लोकपाल

Lokpal of India

6, Vasant Kunj Institutional Area
Phase-II, New Delhi-110070
Dated the 8th May, 2026

VACANCY CIRCULAR

Subject: Engagement of Retired Public Servants as Consultant (Principal Staff officer//Sr. Principal Private Secretary / Principal Private Secretary / Private Secretary) on contract basis in the Lokpal of India - reg.

The Lokpal of India invites applications from willing and eligible Retired Public Servants for their engagement as Consultant (PSO/Sr.PPS / PPS / PS) on contractual basis in Lokpal of India.

2. The number of vacancies to be engaged as Consultants are mentioned at **Annexure-I**. The number of Consultants may vary as per the requirements.
3. Applicants' age should be not be more than 63 years, on the closing date of application.
4. The engagement shall be on contract basis initially for a period of one year which may be extended for a term of four more years (one year at a time) but not exceeding completion of 65 yrs, whichever is earlier, at the discretion of Lokpal of India subject to satisfactory performance of consultants.
5. The engagement can be terminated at any time by the Lokpal of India, without assigning any reason.
6. The remuneration of the consultants shall be on principles underlying D/o. Expenditure O.M. No.3-25/2020-E.IIIA dated 09.12.2020 and other extant instructions.
7. The detailed Terms and Conditions of the engagement are mentioned at **Annexure-II**.
8. The Lokpal of India reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.
9. Selection will be made based on past record, experience and assessment of suitability through skill test of stenography and personal interaction.

10. Interested candidates, who fulfill the eligible criteria, may submit their application in the prescribed format (**Annexure-III**) along with a copy of the following documents (self-attested) (i) Aadhar Card, (ii) Pension Payment Order (PPO) (iii) Certificate of Educational & Professional Qualification, (iv) Last Pay Certificate and (v) APARs of five years preceding to the retirement, to:

The Under Secretary (Establishment), Lokpal of India, 6, Vasant Kunj Institutional Area, Phase-II, New Delhi-110070

The above documents shall also be produced in original for the purpose of verification at the time of personal interaction.

11. The application may be sent through **Speed Post/By Hand only** in a sealed envelope super-scribed "**Application for appointment of Consultant (Principal Staff officer/Sr. Principal Private Secretary / Principal Private Secretary / Private Secretary) in Lokpal of India.**

12. The last date of receipt of applications, in prescribed format is **29.05.2026** Application received after due date/time and without supporting documents will not be considered.

13. Hon'ble Chairperson can relax any terms and conditions.

(बिनोद कुमार/Binod Kumar)
अवर सचिव/Under Secretary
भारत के लोकपाल/Lokpal of India
Tel No. 011-2612133

Annexure-I

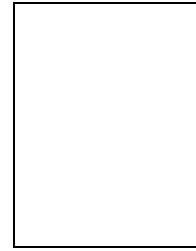
S. No	Name of the Post, Number of vacancies, Age	Eligibility
1.	Consultant- (PSO/Sr.PPS/PPS/PS) No of Posts – 6 Maximum Age on closing date-63 Years	Retired from analogous posts of stenographic cadre in Level 8 or above from the Courts including Supreme Court or Statutory Tribunals or Judicial/Quasi-Judicial bodies or Central Government or Union Territories or Public Sector Undertakings and preferably possessing degree of Law from a recognised university in India.

Lokpal of India

Sub: Terms & Conditions for engagement as Consultant on Contract Basis in the Lokpal of India.

1. The engagement can be terminated at any time by the Lokpal of India, without assigning any reason. However, the Consultant is required to give 30 days' notice to the Department in case he/she opts to quit the assignment.
2. The consultants should preferably be a resident of Delhi/NCR only or must be able to make own arrangement during contract period for stay in the city.
3. The consultants will process the assigned matters and will be required to submit files/case and report to Hon'ble Chairperson/ Members and Officers as decided by the Competent Authority.
4. The monthly remuneration payable will be fixed similar to the formula of "Last Basic Pay-minus- Basic Pension" excluding Dearness Allowance. The amount of remuneration shall remain unchanged for the entire term of the contract. There will be no annual increment/percentage increase during the contract period.
5. An appropriate and fixed amount as Transport Allowance for the purpose of commuting between residence and place of work shall be allowed not exceeding the rate applicable to the posts for which he/she has applied. The amount so fixed shall remain unchanged during the term of Contract. However, they may be allowed TA/DA on official tour, if any, as per their entitlement of post he/she has applied.
6. The Consultants can avail facility of pick and drop between office to nearest metro station/bus stand.
7. Leave of absence may be allowed at the rate of 1.5 days for each completed month of service. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken. Accumulation of leave beyond a calendar year is not allowed.
8. The income tax or any other tax liable to be deducted, as per prevailing rates, at source before the payment of remuneration.
9. He/She shall devote his/her time for the Lokpal of India and he/she shall not accept any other professional appointment, paid or otherwise during the period of Contract.
10. He/She shall perform the duties assigned by the concerned officer In-charge or his/her nominee from time to time.
11. He/She shall maintain absolute secrecy of all the facts and documents which come to his/her knowledge during the period of his/her engagement in the discharge of duties assigned to him/her at all times. The Consultant would be required to sign a non-disclosure undertaking / Agreement as per **Annexure-IV**.

12. In case he/she remains absent from duty, a proportionate deduction from the remuneration as applicable will be made. Further, the engagement may also be terminated.
13. In addition to the normal working days, if he/she is required to attend the office on Saturday/Sunday and other holidays in exigencies of work, he/she shall not be paid any additional remuneration. He/she shall not be entitled to the benefits like Provident Fund, Pension, Gratuity etc. or any other benefits available to the government servants who have been appointed in the Government.
14. The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in Lokpal of India.
15. He/she shall be required to maintain decorum and office discipline including dress code, as expected from a responsible officer.
16. If any declaration or information furnished by him/her proves to be false or if he/she is found to have wilfully suppressed any material information, he/she shall be liable to termination of the Contract and other legal action as per law.
17. Police verification will be required before joining.

PROFORMA**Application for appointment of Consultant (_____) in Lokpal of India**

1.	Name (in full Bock letters)				
2.	Father's Name/Husband's Name				
3.	Date of Birth				
4.	Nationality				
5.	Address for communication				
6.	Telephone/Mobile No./ Email-ID				
7.	Date of Retirement and the post from which retired (enclose copy of retirement order)				
8.	Pay Level on regular basis at the time of retirement				
9.	PPO Number (enclose copy)				
10.	Name of Ministry/ Department/Organization from which retired				
11.	Educational Qualification				
12.	Please mention speed in Shorthand and Typing both				
13.	Details of Experience (Add a separate Sheet if required)	Organisation	Period		Nature of work
			From	To	
14.	APAR of last five years attached (Yes/No)				

Declaration

I, _____, do hereby declare that particulars furnished above are true and correct to the best of my knowledge. I understand and agree that in the event of any information being false/ incorrect/ incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of Lokpal of India, in this regard. All the terms and conditions of engagement as mentioned in the circular are acceptable to me.

(Signature)

Name of the Applicant

Place:

Date:

NON DISCLOSURE UNDERTAKING/AGREEMENT

To,

The
Lokpal of India, New Delhi

Sir,

I hereby undertake

- (i) to treat all the information that come to my knowledge as part of my duties in this Department as confidential information and keep it strictly confidential.
- (ii) not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
- (iii) to hold such confidential information in trust and confidence both during and after the terms of my engagement.
- (iv) not to engage in any other employment/occupation/consultancy or any other activity during my engagement with Lokpal of India which would otherwise conflict with my obligations towards Lokpal of India.
- (v) to abide by data security policy and related guidelines issued by Lokpal of India.
- (vi) not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
- (vii) To maintain highest standards of ethics & integrity during the period of engagement as Consultant.

2. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to the Department any records/material, equipment, documents or data which is of confidential nature.

3. I shall keep Lokpal of India informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

5. For the purpose of this undertaking, Confidential Information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature)

Name of the Applicant