

No.21/7/2023-CS.I (Coord.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS.I Division)

2nd Floor, 'A' Wing, Lok Nayak Bhawan,
Khan Market, New Delhi-110003
Dated the 15th May, 2026

OFFICE MEMORANDUM

Subject: Engagement of Retired Central Government Servants as Consultants (Chief Estates Manager & Meeting Officers) on contract basis in the office of Union Public Service Commission-reg.

Reference is a circular No. A-35018/01/2023-Admn.II dated 08.05.2026 (copy enclosed) received from Union Public Service Commission, vide which applications have been invited from retired Central Government Servants from the post of Chief Estate Manager & Meeting Officer (Chief EM & MO), or from a post carrying pay level-11 of the pay matrix as per 7th CPC at the time of retirement. Interested and eligible candidates are invited to submit their applications latest by 15.06.2026 to the following address: chaturpost.com

Under Secretary (Admn.II)
Room No. 11, Annexe Building,
Union Public Service Commission,
Dholpur House, Shahjahan Road,
New Delhi-110069

2. In case of any further clarification, applicants are requested to directly contact the concerned Ministry/Department/Office.

Encl: As above


15/05/2026
(Sunil Kumar)

Under Secretary to the Government of India

To

The retired CSS Officers (Through DoPT's website)

No. A-35018/01/2023-Admn.II
Union Public Service Commission
Dholpur House, Shahjahan Road,
New Delhi - 110069

Date: 18.05.2026

Circular

Subject: Engagement of Retired Central Government Servants as Consultants (Chief Estates Manager & Meeting Officer) on contract basis in the office of Union Public Service Commission

Union Public Service Commission invites applications from the retired Central Govt. Servants, as per the eligibility criteria mentioned below from any Ministry/Department or its attached or subordinate offices for engagement as Consultant (Chief Estates Manager & Meeting Officer) in UPSC as under:

Consultants Engaged	Age Limit	Eligibility	Remuneration Per Month
Chief Estates Manager & Meeting Officer Consultant	Should not have attained the age of 62 years as on closing date of application.	Should have retired from the post of Chief Estate Manager & Meeting Officer (Chief EM & MO), or from a post carrying pay level* (Level 11) of the pay matrix as per 7th CPC at the time of retirement; Or chaturpost.com Should have retired from the post of Sr. Estate Manager & Meeting Officer or from a post carrying pay level* (level 10) (Rs 56,100-1,77,500) in the pay matrix as per 7th CPC and have rendered four years' service in the grade before retirement; or Should have retired from the post of Estate Manager & Meeting Officer or from the post carrying pay level* (level 8) in the pay matrix as per 7th CPC and have rendered six years' service in the grade before retirement. 2. With five years' experience in upkeep and maintenance of office buildings including sanitary installations, air conditioning equipments and electrical installations etc.	To be calculated by deducting the basic pension from the pay drawn at the time of retirement, as per D/o Expenditure OM dated 09.12.2020

*Officers who have worked in General Section of Ministry/Department/Organisation with similar experience may also be considered.

12/5/26
ASO (A.D.)

2. Interested candidates, who fulfil the eligibility criteria, may submit their application in the prescribed format in sealed cover super-scribed "**Application for engagement as Consultant (Chief Estates Manager & Meeting Officer) on contract basis in UPSC**" which should reach this office on or before 15.06.2026, at the following address:

**UNDER SECRETARY (ADMN.II),
Room No.11, ANNEXE BUILDING
UNION PUBLIC SERVICE COMMISSION,
DHOLPUR HOUSE, SHAHJAHAN ROAD,
NEW DELHI - 110069.**



**(Aparna Srivastava)
Under Secretary (Admn.II)
Union Public Service Commission
Email: soadmn2-upsc@gov.in
Tel. No.:011-23388476**

Copy To:

1. All Ministries/Departments of Govt. of India (through e-HRMS 2.0);
2. All Notice Boards of UPSC;
3. Web Cell, UPSC - with a request to upload the Vacancy Circular on the official website of the Commission;
4. Under Secretary, CS.I Section, DoP&T, Lok Nayak Bhawan, Khan Market, New Delhi-110003 with request to upload this circular on the website of DoP&T.

Proforma

Application for engagement of Consultant(Chief Estates Manager & Meeting Officer) in the office of UPSC

Name in full (Block letters)						
Educational Qualifications						
Date of Birth						
Date of superannuation from Govt. service						
AADHAR No (Enclose Xerox Copy)						
PAN No (Enclose Xerox Copy)						
PPO No (Enclose Xerox Copy)						
Complete residential address						
Mobile Number						
E-mail I.D						
Last Office's address (at the time of retirement)						
Brief particulars of experience in Govt. service during last five years, just before retirement	Post held	From	To	Pay Level (PB/GP)	Area of Experience	Last Pay Drawn and Basic Pension
Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary						

Area of Experience, if required, separate sheets may be attached.

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this and am ready to accept all the terms & conditions for engagement of Consultants.

(Signature of the Candidate)



Terms & Conditions

1. Period of engagement

The engagement shall be initially for a period of 01 year or until regular incumbent is positioned which may be extended/curtailed depending on the performance of the Consultant or functional requirement of the Office.

No Extension will be granted beyond the age of 65 years.

2. Selection Procedure

The engagement will be purely on contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Consultants will be selected from shortlisted candidates.

UPSC reserves the right to reject any application without mentioning any reason.

3. Remuneration

A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract and there will be no annual increment/ percentage increase during the contract period. No DA/HRA residential accommodation shall be admissible.

4. Transport Allowance

An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement.

No TA/DA is admissible for joining the assignment or on its completion. However, they will be entitled to draw TA/DA as per normal rules as applicable to any serving Officer of an equivalent rank in UPSC whenever they are required to travel outside Delhi in connection with the work of the Commission.

5. Leave

The Consultants will be entitled for the paid leave at the rate of 1.5 days for each complete month of service. Accumulation of leave beyond calendar year may not be allowed. In special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturdays/Sundays/ Other Gazetted holidays they may be given compensatory off.

6. Scope of Duties

During the period of such engagement, the Consultants would be required to perform supervisory functions and perform following responsibilities:-

- **Coordination and Supervision:** Liaise with senior officials, ensure timely provision of furniture, and coordinate the smooth execution of meetings, events, and functions.



- **Estate and Facility Management:** Oversee housekeeping, maintenance, and caretaking of buildings, open areas, and office spaces, ensuring cleanliness, safety, and efficient use of resources.
- **Infrastructure and Contract Monitoring:** Monitor civil, electrical, and horticultural works by CPWD and other agencies, and oversee contracts related to housekeeping, waste management, and repairs.
- **Compliance and Planning:** Ensure adherence to inspection schedules, fire safety measures, and inventory management, while assisting with tenders, training proposals, and other tasks assigned by senior officers.

7. Tax deduction at Source

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

8. Office time and working hours

Engagement of Consultants would be on full time basis. Working hours shall be from 9.30 A.M. to 6.00 P.M. during working days including half an hour lunch break in between. He/she will not be allowed to take up any other assignment during the period of contractual engagement. The Consultants may be called for work on Saturdays/Sundays/other Gazetted holidays, if required.

- **The consultant will be required to mark his/her attendance in Bio-metric System or in the attendance register.**

9. Confidentiality of data and documents

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

10. Conflict of interest

The Consultant appointed by this office shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No Consultant would be permitted to take up any other assignment during the period of Consultancy.



11. Termination of service

The engagement may be terminated at any time by the office without assigning any reasons by giving notice of 07 days. In case, a Consultant desires to leave the assignment, he/she is to give 07 days' notice which can be curtailed/extended depending upon the workload.

- **In the event any Consultant is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.**

12. UPSC shall not be responsible for any loss, accident, damage, injury suffered by the Consultant whatsoever arising in or out of the execution of his work including travel.

13. Guidelines for the submission of the application

The duly completed application in prescribed proforma should be submitted so as to reach the office on or before 15.06.2026. Any application received after the above date will not be entertained. The application should be submitted with the following documents:

- a) Copy of retirement notification
- b) Copy of PPO
- c) Copy of Last Pay chaturpost.com
- d) Copy of ID card - in case will be retiring by last date of receiving application
- e) Copy of PAN card and AADHAR card - mandatory
- f) Copy of last two years' APARs

