

# Centre For Entrepreneurship Development Madhya Pradesh

(Under Department of MSME, Govt. of Madhya Pradesh)

Head Office: 16-A, Arera Hills, Bhopal-462011

Phone: (91) 0755 - 4000926

## Vacancy Circular

CEDMAP invites application from retired Government /PSU Officers, having considerable experience and expertise in the Financial/HR/Legal/Purchase/ Secretariat/Technical field for engagement as Consultants

1	Name of Position	1) Financial Consultant 2) Legal Consultant 3) HR Consultant 4) Establishment Consultant 5) Purchase Consultant
2	Basis of recruitment	Contact Basis
3	Place of Posting	Various state government departments/Offices/CEDMAP
4	Age Limit	Maximum age limit is 65 years as on the date of Advertisement
5	Period of contract	Initially for a period of one year.
6	Remuneration (Per Month)	50% of Pay drawn at the time of retirement minus Basic Pension (Fixed) or as negotiated, whichever is less. No other allowances will be admissible except TA.
7	Qualification	<b>Essential:-</b> Person with three years of experience on the post of Section Officer and above in Government or PSUs.
8	Experience	Consultants should be well versed with Establishment/Administration /Finance/HR/Legal/Purchase/RTI/Parliamentary rules and procedure. The work experience requirement may be relaxed in exceptional cases in respect of the deserving candidates
9	Assignments	1. Handling financial matters 2. Handling Purchase matters 3. Handling HR matters 4. Cabinet matters and Grievances 5. RTI & Coordination 6. Administrative and Establishment matter, etc

### **Terms and Conditions:-**

- No annual increment will be payable after extension of contract services
  - Medical allowance will not be payable during the service.
  - There will be no eligibility for retirement benefits like leave encashment, earned leave, death cum gratuity benefits etc. Only casual and optional leave will be eligible.
  - Death during service will not be eligible for compassionate appointment.
  - TA and DA s per CEDMAP rules for contractual employees
  - The benefit of any kind of insurance facility will not be given to the officer/employee, nor will any deduction be made from the salary. The terms and conditions of engagement of the Consultants will be as per the above guidelines. Further it is mentioned that the number of positions for Consultants may vary and are tentative.

### **Submission of Application**

Eligible candidates may download the application form and see guideline at <https://cedmapindia.mp.gov.in> and apply at [cedmapjobs@gmail.com](mailto:cedmapjobs@gmail.com) within 7 days from the date of publication of the advertisement on the website of CEDMAP. Applications are to be submitted through email in the prescribed proforma, addressed to the Nodal Officer, Manpower Division, CEDMAP Bhopal.

Nodal Officer  
Manpower Division  
CEDMAP Bhopal

### **Application form**

<b>S.No</b>	<b>Details</b>	<b>Particular</b>
1	Name of Applicant	
2	Post for which applied	
3	Date of Birth	
4	Contact No. ( Mobile No)	
5	E-mail Id	
6	Address for communication	
7	Date of joining in government service	
8	Date of superannuation	
9	Last pay level and pay	
10	Name of ministry/Department from which retired ( Attach copy of PPO)	
11	Educational Qualification	
12	Working knowledge of Hindi Typing ( Yes/No)	
13	Working knowledge of English Typing( Yes/No)	
14	Brief particulars of experience in last 10 years	
15	Areas of expertise	

Period from	Period to	Post held on regular basis with pay	Ministry/Department	Brief description of duties

Any other information

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

Place

Date

**Signature of the applicant**