सत्यमेव जयते

Government of India

Ministry of Labour & Employment

National Industrial Tribunal/Central Government Industrial Tribunal-cum-Labour Court

15, R.N. Mukherjee Road, Ground Floor, Kolkata-700001

Tel. No. (033) 2248 2482

No. E.1/1(12)/ITC/2026/ **Date: 29.09.2026**

CIRCULAR

Sub.: Engagement of retired Government officers/officials as Consultant against the post of Personal Assistant in the National Industrial Tribunal/Central Government Industrial Tribunal-cum-Labour Court, Kolkata, on contract basis-reg.

In terms of Office Memorandum No. F. No. A-12034/11/2018-Admn. Dated 30.11.2018 and in pursuant to the letter No.Z-20017/16/2019-CLS-II dated 17-07-2026 issued by the Ministry of Labour & Employment, Govt. of India, New Delhi, it is proposed to fill up one (1) post of **Personal Assistant as Consultant,** temporarily on contract basis in the **National Industrial Tribunal/Central Government Industrial Tribunal-cum-Labour Court, Kolkata,** initially for a period of one year or till the post is filled up by way of regular appointment, whichever is earlier, on the following terms and conditions.

Candidates fulfilling the below mentioned criteria may apply for the post.

1. **Consultant/Personal Assistant-** Retired Government Officers/Officials, having knowledge of Stenography, typing and computer having good speed.
2. **Age Limit-** Maximum age limit for all categories is 65 years.
3. **Qualification & Experience-** Candidate should be a retired government employee of Central Government/ State Government/ PSU/ Autonomous Body having considerable experience of functioning of Government Ministries/ Departments.
4. **Job Profile-** Judicial work, dealing with court files, typing daily orders, taking dictations and preparation of final orders/awards, any work assigned by the Presiding Officer/ Head of Department.
5. **Remuneration-** The maximum amount of monthly consolidated fee and Local Conveyance payable to different categories of Consultants shall be as under:

Level of Pay in Pay Matrix	**Remuneration**	**Conveyance Allowance**
Level 5 to Level 7 of the Pay Matrix (Equivalent to Pre-revised Pay Scale with GP of 2400/- to 4600/-)	Rs.30000/-	Rs.3000/-
Level 8 to 10 (GP of 4800/- to 5400/-)	Rs.40000/-	Rs.3000/-
Level 11 (GP of 6600/-)	Rs.50000/-	Rs.3000/-
Level 12 and 13 (GP of 7600/- to 8700/-)	Rs.60000/-	Rs.5000/-
Level 14 and above	Rs.75000/-	Rs.5000/-

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Note 1- The total monthly remuneration and the Pension drawn by the consultant shall not be more than the Last Pay Drawn by him calculated at the current rates of Dearness Allowance.

Note 2- Enhanced remuneration may be paid to deserving officials on case-to-case basis with the approval of secretary (L&E) and IFD of Ministry of Labour & Employment on account of special expertise/experience in the concerned field.

6. **Allowances-**
   i. Consultant shall not be entitled to any kind of allowance or accommodation facility e.g. Dearness Allowance, Transport facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement etc. However, Conveyance Allowance shall be paid at the rates mentioned in the table above (Para 4).
   ii. **TA/DA-** No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of Consultants is not permitted at all. However, should he/she require to travel inside the country in connection with the official work of the Department, 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.
7. **Drawal of Pension-** A retired Government official appointed as Consultant shall continue to draw pension and the dearness relief on pension during the period of his/her engagement as Consultant. His/her engagement as Consultant shall not be considered as a case of re-employment.
8. **Leave-** Consultants shall be eligible for Eight (08) days 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 Consultants. Also, un-availed leave shall neither be carried forward to next year nor encashed.
9. **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.
10. **Working Hours-** Consultants may follow the normal working hours as prescribed. However, as per the exigency, one has to sit late to complete the time bound work.
11. Model format for application is given in a separate sheet.
12. **Period of Engagement-**
    i. The initial engagement of a person as Consultant will be for a period of one year or till the post is filled up by way of regular appointment, whichever is earlier. However, after expiry of initial term of one year, engagement may be extended based on requirement of the Department and performance of the Consultant concerned, with the concurrence of AS&FA / JS&FA and approval of Secretary (L&E), for a maximum period of one year at a time.
    ii. The appointment of a Consultant would be on full time basis and he/she would not be permitted to take up any other assignment during the period of Consultancy in the Department.

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iii. The appointment of a Consultant is of a temporary nature against the specific job.

iv. The engagement of a Consultant can be terminated by the office at any time without assigning any reason thereof by giving them 15 Days' notice. However, in case, a Consultant wishes to resign, he/she will have to give 15 Days' advance notice or remuneration in lieu thereof before resigning from the engagement.

13. Confidentiality of Data and Documents-

i. The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Department shall remain with the Department.

ii. 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 his/her assignment or during the course of assignment for the Department, without the express written consent of the Department.

iii. The Consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract and before the final payment is released by the Department.

14. Conflict of Interest-

i. The Consultant appointed by the Department, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department nor he/she will be indulge in any activity outside the terms of the contractual assignment.

ii. The Consultant will not be entitled for any benefit/compensation absorption/regularization of service with this Department.

15. Termination of Engagement- Department may terminate the engagement in following conditions:

i. The Consultant is unable to address the assigned work.

ii. Quality of the work is not to the satisfaction of the Department.

iii. The Consultant fails in timely achievement of the milestones as finally decided by the Department.

iv. The Consultant is found lacking in honesty and integrity.

Note: The Department reserves the right to terminate the engagement, by serving fifteen (15) days' written notice on the Consultant. Termination shall be effected on the day right after the completion of fifteen (15) days' of delivery of such notice.

16. Rights of the Department- The Department has the right to cancel the advertisement/ circular, and not to go for engagement of Consultant, at any stage. It may accept or reject any or all applications, without giving any reasons therefor, whatsoever.

17. Mode of Selection- Selection will be made through interview by shortlisting candidates from the applications being received within time. Criteria for shortlisting will be qualification, experience and depth of knowledge in the relevant field.

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18. **How to apply-** The candidates should submit duly filled and signed application form in the prescribed performa (Annexure-I) along with self-attested copies of all relevant certificates and recent passport size photograph, in a sealed cover superscribed **"Application for engagement as Consultant against the post of Personal Assistant in Central Government Industrial Tribunal-cum-Labour Court, Kolkata"** by registered post to the address mentioned below so as to reach the office before the closing date i.e **29/10/2026**. The advertisement is being published on the website of the Ministry of Labour and Employment i.e. https://apps.labour.gov.in/cgit/ The application is to be addressed to the following address:

The Presiding Officer,
National Industrial Tribunal/Central Government Industrial Tribunal-cum-Labour Court,
15, R.N. Mukherjee Road, Ground Floor,
Kolkata (West Bengal) – 700001.

19. **Last Date-** Last date of receipt of application is **29/10/2026.** Applications received after due date or incomplete or those not accompanied by the information/documents mentioned in the application format, will not be considered. Model format for application is given in a separate sheet.

(Indira Barman)
Presiding Officer/ Link Officer
NIT/CGIT-cum-Labour Court
Kolkata

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ANNEXURE-1

Application for the post of Consultant in the Central Government Industrial Tribunal-cum-Labour Court, 15, R.N. Mukherjee Road, Ground Floor, Kolkata - 700001

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 and Employment.

I have read this circular and ready to accept all the terms and conditions for engagement of Consultant.

Place: _____

Date: _____

_____

(Signature & Full name of the applicant)

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