

No. A-42/27/2020-ESTT- DBT (E10700)  
Government of India  
Department of Biotechnology  
Ministry of Science & Technology  
(Establishment Section)

Block - 2, 8<sup>th</sup> Floor,  
CGO Complex, Lodhi Road,  
New Delhi – 110003  
Dated: 30<sup>th</sup> January, 2023

**VACANCY CIRCULAR**

The Department of Biotechnology (DBT) invites applications from retired Government Officers including retired officers/ staff from PSUs, having considerable experience and expertise in the Secretariat/ Technical field for engagement as Consultants (Secretariat) in the Department.

1.	Name of position:	Consultant (Secretariat) - Grade II
2.	Number of positions:	Two (02)
3.	Basis of recruitment:	Contract basis
4.	Place of posting:	Department of Biotechnology, New Delhi.
5.	Age limit:	Maximum age limit is 65 years as on the date of Advertisement.
6.	Period of contract:	Initially for a period of one year.
7.	Remuneration (per month):	Pay drawn at the time of retirement minus Basic Pension (Fixed), No other allowances will be admissible except TA.
8.	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.
9.	Qualification:	<b>Essential:</b> Person with three years of experience on the post of Section Officer and above in Government or PSUs.
10.	Experience:	Consultants (Secretariat) should be well versed with Establishment/ Administration/ Finance/ RTI/ Parliamentary rules and procedure. The work experience requirement may be relaxed in exceptional cases in respect of the deserving candidates.  Retired Government employees i.e. Under Secretary with grade pay of Rs.6600 (pre-revised) /Level-11 in the 7th CPC Pay Matrix or Section Officer with grade pay of Rs.4800/5400 (pre-revised) /Level-8 to Level-10 in the 7th CPC Pay Matrix, having experience of three years in the required domain field would also be eligible for the position.
11.	Assignments:	1. Handling financial matters 2. Parliamentary matters and Grievances 3. RTI & Coordination 4. Administrative and Establishments matters

### **Terms and Conditions:**

The terms and conditions of engagement of the Consultants (Secretariat) will be as per the DBT guidelines (**Appendix-I**). Further it is mentioned that the number of positions for Consultants (Secretariat) may vary and are tentative.

### **Submission of Applications:**

Eligible candidates may apply online on the link provided within 15 days from the date of publication of the advertisement on the website of Department of Biotechnology. **Applications are to be submitted online only on the link mentioned below, in the prescribed proforma.** In case of any technical queries, please write to [recruitment@dbt.nic.in](mailto:recruitment@dbt.nic.in) or call **011-24362363** between 10.00 AM to 05.00 PM from **Monday to Friday**. For all the updates/future communication, please visit Department's website.

-sd-  
(Deepak Sharma)  
Under Secretary to the Govt. of India

Link: <https://recruit.dbtindia.gov.in>