

**No. 26020/28/2019-Admin.I-Part (1)-6863**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Pension & pensioners' Welfare**

**3<sup>rd</sup> Floor, Lok Nayak Bhawan**  
**Khan Market, New Delhi**  
**Dated 11<sup>th</sup> February, 2026**

**CIRCULAR**

**Subject: Inviting applications from retired Central Government Employees (DS/US level of Central Govt. Ministries/PSUs/Public Sector Banks under DFS/CAPFs under MHA) for rendering their services as Consultants on monthly basis in Department of Pension & Pensioners' Welfare-regarding.**

It is proposed to engage retired personnel {DS/US level} of Central Govt. Service/PSU/Public Sector Banks/CAPFs to render their services as Consultants in DoP&PW initially for one year for running pensioners' Portal under Scheme as per details given below:

1	Name of the Post	Central Government Employees (DS/US level of Central Govt. Ministries/PSUs/Public Sector Banks under DFS/CAPFs under MHA)
2	Total vacancies	02
3	Period of engagement	One Year
4	Job Location	Lok Nayak Bhawan, New Delhi.
5	Eligibility Criterion	i. Officers retired in the pay Level- 11 & 12 from Central Govt. Ministries/CAPFs under MHA, autonomous bodies having CDA pay scale as per 7 <sup>th</sup> CPC as Deputy Secretary/Under Secretary and equivalent  OR

		<p>ii. Officers retired from PSUs/Public Sector Banks in equivalent level/pay scales.</p> <p>The candidate should preferably have 3 year experience in Pension matters/General Administration/Personnel/PROs/<b>IT systems/ websites/portal.</b></p>
6	Age Eligibility	Should be less than 63 years as on 31.12.2025.
7	Scope of Work	<p>(1) Organising of Bankers awareness workshops across the country.</p> <p>(2) Nationwide DLC campaign in different cities</p> <p>(3) Organizing Department's programmes (Pre-retirement Counseling Workshop, Training of Trainers Programmes and Training in Pension Rules of Dealing Staff/Officials of Ministries/Departments)</p> <p>(4) Pensioners' Portal scheme &amp; all related matters.</p> <p>(5) Pensioners' Awareness programmes and Outstation visits for arranging training/awareness/DLC programs.</p> <p>(6)Preparing press releases / notes, keeping track of press coverage (print and electronic), organizing press conference / interaction with the Media.</p> <p>(7) Developing, maintaining and technical up gradation of the CPENGRAM portal and its integration with Bhavishya portal so that the data available on Bhavishya portal is auto-populated, bringing easiness in filing of grievance by the Central Civil Pensioner on CPENGRAMS portal.</p> <p>(8) Integration of Pensioners' Portal and subsequent up keeping of the portal</p> <p>(9)Pensioners' Portal scheme &amp; all related matters.</p> <p>(10)Handling of various Social Media Platforms viz. Facebook, Twitter etc., dealing with Press etc.</p>
8	Remuneration	<ul style="list-style-type: none"> <li>For retired personnel {DS/US level} of Central Govt. Service/autonomous bodies having central DA pay scale as per Department of Expenditure (DoE)'s OM dated 09.12.2020.</li> </ul>

		<p>Last pay drawn minus pension plus TA.</p> <ul style="list-style-type: none"> <li>For retired employees of PSUs/Public Sector Banks/ autonomous bodies not having central DA pay scale.</li> </ul> <p>To arrive at the remuneration, based on the post held by the candidate at the time of retirement, the equivalent level of the post in Central Government at which the retired PSU employee is proposed to be appointed on contract basis should be ascertained. Then the notional pay of such post in Central Government shall be arrived at by taking the mean of Cell-1 and Cell-10 of the corresponding Pay Level of such post. The sum so arrived at shall be treated as last basic pay and 50% of such basic pay shall be allowed as remuneration.</p> <ul style="list-style-type: none"> <li>The remuneration shall remain fixed during the tenure of consultancy.</li> <li>Fixed amount of Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable at the time of retirement excluding DA.</li> <li>No Dearness Allowance shall be payable.</li> <li>No HRA shall be payable.</li> </ul>
9	Leave	1.5 paid leave for every month
10	Working Hours	<ul style="list-style-type: none"> <li>Normal Office timings from 9:00 AM to 5.30 PM.</li> <li>May also have to devote more time than usual to meet the exigencies of work, if required.</li> </ul>
11	Terms of Engagement	The engagement will be on hire & fire basis which is purely dependent on their work performance.
12	How to apply	The applications in the prescribed format (complete in all respects) along with the requisite documents i.e. copy of PPO, Last Pay Certificate & Bank Details, Aadhaar Card & PAN Card

		to the following address: The Under Secretary (Admn.I), DOPPW, 3 <sup>rd</sup> Floor, Lok Nayak Bhawan, Khan Market, NewDelhi- 110003 or email on-kumar.vishal@nic.in
13	Last date for receipt of application	15 days from the date of issue of this Circular.

Digitally signed by  
Nagender Kumar  
Date: 11-02-2026  
12:21:46

**(Nagender Kumar)**  
**Under Secretary to the Govt .of India**  
**Tele:-24655523**

**No. 26020/28/2019-Admin.I-Part (1)-6863****Proforma for inviting applications from retired Personnel (Consultant)**

1	Name of the retired personnel	
2	Last Designation held	
3	Name of the Department from where retired	
4	Date of retirement	
5	Qualification	
6	PPO No.	
7	Last Pay Drawn & Level	
8	Monthly Pension sanctioned	
9	Present Address	
10	Bank Account Details Name of Bank: Branch: Account no: IFSC Code:	
11	Contact no.	
12	Email id	
13	PAN No.	

Documents required:

- I. PAN card
- II. Aadhaar Card
- III. PPO
- IV. Bank Details