

**File No.: DGM-HQ-13012(32)/2/2025-E-II DGM**  
**Government of India**  
**Ministry of Earth Sciences**  
**India Meteorological Department**

**Dated: 13.06.2026**

**CIRCULAR**

**Subject:** Engagement of Administrative and Scientific Consultants in IMD – regarding.

India Meteorological Department(IMD) invites applications from retired officers of Central Government organisations for engagement as Administrative Consultants and Scientific consultants on contractual basis under the sub-scheme Atmospheric and Climate Research Modelling, Observing Systems and Services(ACROSS) of the overarching scheme Prithvi Vigyan(PRITHVI) scheme which is now a component of Mission Mausam Scheme. The posts to be filled are detailed below:

1. Details of Posts
  - A. Administrative Consultants

<b>Designation</b>	<b>Number of Posts</b>	<b>Eligibility</b>	<b>Work Experience/ Job Profile</b>
Administrative Consultant	02(Two)	Retired Central Government officers retired at the level of Under Secretary/ Section Officer or equivalent(Level - 11)	Experience in general administration, establishment matters, procurement, General Financial Rules(GFR), e-office, GeM portal, finance, coordination and related administrative work; good working knowledge of computers.

**B. Scientific Consultants**

<b>Designation</b>	<b>Number of Posts</b>	<b>Eligibility</b>	<b>Work Experience/ Job Profile</b>
Scientific Consultant	10(Ten)	Retired Central Government officers from scientific/technical cadres, who retired in Level-08 or above.	Scientific and technical support in meteorological, atmospheric, climate and allied domains.

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Project-wise bifurcation of Scientific Consultant posts:

- **NWFC(Testbed)** – 02 posts.
- **Numerical Weather Prediction(NWP)**- 02 posts.
- **Aviation Meteorology** – 02 posts
- **Atmospheric and Agrometeorological Services Division(AASD)** – 02 posts.
- **Climate Services.** – 02 posts.

**2. Experience Requirement**

The applicant must possess at least two (02) years of relevant work experience in the applied job profile, in a pay level equivalent to or higher than the level of the post applied for, prior to retirement.

**3. Tenure of Engagement**

The engagement shall be initially for a period of one (01) year or coterminous with the Scheme whichever is earlier, which may be extended or curtailed based on the requirement of IMD and satisfactory performance of the Consultant. However, the engagement shall not be extended beyond five (05) years after superannuation.

**4. Terms and Conditions of Engagement**

The engagement shall be governed by the re-employment provisions laid down by the Department of Expenditure (DoE), Ministry of Finance, vide:

- O.M. No. 3-25/2020-E.IIIA dated 09.12.2020, and such other instructions/orders issued by the Government of India from time to time, as applicable.

The detailed Terms and Conditions, including remuneration, eligibility, duties, leave, working hours, performance review and termination, are enclosed as Annexure-I.

**5. Place of Posting**

The selected Consultants shall be posted at Delhi, Pune or anywhere in India as per office requirements.

**6. Pension and Re-employment Status**

The retired Government servant engaged as consultant shall continue to draw pension and Dearness Relief (DR) during the period of engagement. The engagement as consultant shall not be treated as a case of regular re-employment.

**7. Application Procedure**

Interested and eligible retired officers, who are in good health and willing to work as consultants, may submit their applications in the prescribed format (Annexure-II) along with:

- Copy of Pension Payment Order (PPO)
- Last Pay Certificate (LPC)
- APARs of the last three (03) years preceding retirement

**The application is to be filled through IMD portal. Link for the same will be shared in due course. The application process will start from 17<sup>th</sup> June 2026(10:00 AM)**

**8. Last Date of Submission**

Last date for receipt of application shall be 20 days from the date of issue/ uploading of circular on the IMD's website (excluding the date of uploading). Incomplete application or after due date will not be considered.

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application or after due date will not be considered.  
IMD reserves the right to accept or reject, in part or in full, any or all applications, without assigning any reasons whatsoever.

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(M.I. Ansari)

Scientist-F (Establishment)  
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To

1. ISSD at HQ for up-loading on the website of IMD.
2. Under Secretary, CS-1, DoPT, Lok Nayak Bhawan, Khan Market, New Delhi for uploading on DoPT website.

## ANNEXURE-I

### **1. Eligibility:**

- 1.1. The applicant should not have attained the age of 63 years on the closing date of applications and should be in good health for discharging his/her official duties effectively.
- 1.2. The applicant should have fair knowledge of computer applications such as MS Word, MS Excel and PowerPoint etc.
- 1.3. The applicant should have good communication and interpersonal skills and should be well conversant with noting/drafting work.
- 1.4. The applicant should have expertise in office procedures.
- 1.5. No disciplinary proceedings should be pending against the applicant.

### **2. Engagement:**

- 2.1. The engagement of consultant will be purely on contract basis and will not confer any right for regular appointment in the Department.

### **3. Working Hours and Leave:**

- 3.1. The consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies or work.
- 3.2. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

### **4. Remuneration & Tax Deduction at Source:**

- 4.1. In case of Retired Central Government servants who are drawing pension ( as per CCS Pension Rules), a fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. In case of confusion, example given under para-6 of DoE OM No. 3-/25/2020-E.IIIA dated 09.12.2020 may be referred. The amount of remuneration so fixed shall remain unchanged for the term of contract. There will be no increment, percentage increase or Dearness Allowance during the contract period.
- 4.2. 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. The amount so fixed shall remain unchanged during the term of appointment. However, retired employee engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.
- 4.3. No HRA or any other allowance shall be admissible during the period of contract.
- 4.4. The Income Tax or any other tax will be deducted at source as per Government instructions.

### **5. Confidentiality of data and documents:**

- 5.1. The Intellectual Property Right(IPR) of the data collected as well as deliverables produced for the Department shall remain with the Department.
- 5.2. 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 assignment or during the course of assignment for the Department without the express written consent of the Department.

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5.3. The consultant would be required to sign a non-disclosure undertaking as per Annexure III.

**6. Conflict of Interest:**

6.1. The consultant 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 will indulge in any activity outside the terms of contractual assignment.

**7. Termination of Agreement:**

The department may terminate the contract to which these terms apply, if:

- a) The consultant is unable to address the assigned work.
- b) Quality of the assigned work not to the satisfaction of the Controlling Officer/Competent Authority in the Department.
- c) The consultant is found lacking in honesty and integrity.
- d) The competent Authority in the Department may also terminate the contract at any time without assigning any reason and without prior notice.

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**ANNEXURE-II**

*(The information sought in this Annexure shall be furnished through the online application portal of the India Meteorological Department (IMD).)*

**Application for engagement as consultant on contract basis**

Name	
Mother's/ Father's/ Husband's Name	
Date of Birth	
Address for Correspondence	
Permanent Address	
Contact No./Mobile No.	
Email ID	
Educational/ Technical Qualification(s)	
Details of Experience to be attached in proforma appended as "APPENDIX"	
Details of the Post held on retirement	
Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO.	
Special Achievement (if any) along with supporting documents.	
Any other relevant information (enclose a pdf, if necessary)	

The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure I and they are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

Date

Signature of the Applicant

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**NON DISCLOSURE UNDERTAKING**

The Deputy Director General (Administration)  
 India Meteorological Department  
 Mausam Bhawan, Lodhi Road  
 New Delhi – 110003

Sir

I hereby undertake:

- to treat all the information that comes to my knowledge as part of my duties in this Department as confidential information and keep it strictly confidential.
  - not to sell, trade, publish or otherwise disclose to anyone in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
  - to hold such confidential information in trust and confidence both during and after the term of my engagement.
  - not to engage in any other employment/occupation/consultancy or any other activity during my engagement with the India Meteorological Department, Ministry of Earth Sciences which would otherwise conflict with my obligation towards the department.
  - to abide by data security policy and related guidelines issued by India Meteorological Department, Ministry of Earth Sciences.
  - not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
  - to maintain highest standards of ethics & integrity during the period of engagement as consultant.
2. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to the department any records, material, equipment, documents or data which is of confidential nature.
  3. I shall keep India Meteorological Department informed of any change in my address or contact details during the period of my engagement.
  4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for time being in force.
  5. For the purpose of this undertaking, Confidential information means any such information received from any source whether in physical, electronic or in digital format.

Yours faithfully,

(Signature)

Name: \_\_\_\_\_

Address and Contact Number: \_\_\_\_\_

Date \_\_\_\_\_

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APPENDIX

Details of Experience

Period	Name of Office/ Organisation	Post held and Remuneration (Pay Band with Grade Pay/ Level of Matrix, if applicable)	Description of duties performed.

Name/Signature: - \_\_\_\_\_

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