



No. CWC/CO-PDORRECT/14/2020-PERSONNEL

Dated: 26.07.2021

CIRCULAR

Sub: Invitation of application using online portal and procedure for obtaining vigilance clearance in respect of engagement of Consultant/Advisor

The existing process of inviting applications for engaging Consultant/Advisor using offline mode has been changed, subsequent to the introduction of the relevant module in the existing Career Portal. The link of the said portal for inviting application is as following:

<https://cwceportal.com/Careers>

Therefore, Regional Offices are advised to invite applications in respect of Consultants/Advisors, now onwards, using the aforesaid online portal only.

For any technical assistance regarding inviting application through the portal, following official of Corporate MIS Division may please be communicated:

Name of official	Contact No.	e-mail id
Mr. Lakshay Sharma	9999825242	lakshay.sharma@cewacor.nic.in

Obtaining Vigilance clearance:

Regional Offices are advised to obtain vigilance clearance for last 10 years, before retirement, in respect of applicants retired from Group 'A' officers of CWC. Besides, a self-undertaking from the applicant to be obtained (to be uploaded by applicant) as per the format enclosed as **Annexure-I** along with the application.

In case of Group 'B' retired officers of CWC, a self-undertaking in the format as per the **Annexure-I** (to be uploaded by applicant) needs to be obtained along with the application.

Procedure for obtaining Vigilance Clearance for outside (non CWC) applicants:

- i) In respect of retired officers belonging to All India Services, group 'A' officers of Central Government or their equivalent in other Organizations owned or controlled by Central Govt., before offering employment to them on Contractual/Consultancy basis, vigilance clearance from the employer organization, from which the officer had retired, should be necessarily obtained.

- ii) In case a retired officer had served in more than one organisation, vigilance clearance should be obtained from all organisations where the retired officers had served during a period of 10 years prior to his retirement.
- iii) A communication seeking vigilance clearance may also be sent to Central Vigilance Commission, simultaneously.
- iv) In case, no reply is received from erstwhile employer(s) within 15 days of sending communication by speed post to them, a reminder may be sent to them for expediting vigilance clearance. However, in case no reply is received from within 21 days of sending initial communication to them, it may be considered as deemed vigilance clearance for the person concerned. Later on, if it is found that the ex-employee was involved in any vigilance related matter or was not clear from vigilance point of view, the erstwhile employer organization would be responsible for all consequential action.
- v) The Retired officer is to be considered for post-retirement engagement only on receipt of vigilance clearance subject to conditions given in para (i) to (iv) above.
- vi) All Communications regarding vigilance clearance should be sent by Regd. Post/Speed post, followed by emails on official mail Id of the Organization concerned.
- vii) The procedure for engaging retired government officers should be transparent with equal opportunity to all those, who are willing to offer their services. The post to be filled up on contractual/consultancy basis should atleast be advertised on the website of the Corporation and should be available in public domain.
- viii) Self-undertaking from all outside applicants to be obtained in the format attached as **Annexure-I** (to be uploaded by applicant).

In the application scrutiny committee report, status of the Vigilance and Disciplinary cases of CWC staff or outside applicants to be mentioned.

This is issued with the approval of the Managing Director.

Encl: As above

**(Debapati Saha Chowdhury)
Asst. General Manager (Pers.)**

Copy to:

1. All HoDs, CWC, CO, New Delhi.
2. All Regional Managers, CWC, Regional Offices.

C.O.: 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016.
Tel.26566107 **Website:-www.cewacor.nic.in Email id: gmpers@cewacor.nic.in**

Undertaking for Vigilance Clearance

(For Group A officers)

I Mr./Ms./Mrs._____ hereby declare that there was neither any disciplinary/criminal proceedings/charge sheet pending against me nor any punishment was awarded to me by the Organisation/s where I was serving for last 10 (Ten) years before my superannuation.

Date:

(Signature of Applicant)

To be uploaded along with online application

Undertaking for Vigilance Clearance

(For Group B officers)

I Mr./Ms./Mrs._____ hereby declare that there was neither any disciplinary/criminal proceedings/charge sheet pending against me nor any punishment was awarded to me by the Organisation/s where I was serving before my superannuation.

Date:

(Signature of Applicant)

To be uploaded along with online application