

No.A-42/21/2018-ESTB and CASH Sec.
Government of India
Ministry of Development of North Eastern Region


Vigyan Bhavan Annexe,
Maulana Azad Road,
New Delhi-110011.
Dated the 23rd October, 2018

CIRCULAR

Subject:Engagement of Sr. Consultant for handling items of work relating to Value Chain and Livelihoods in the Ministry of Development of North Eastern Region.

Ministry of Development of North Eastern Region invites applications from eligible persons for engagement of Sr. Consultant (Value Chain & Livelihoods), on contract basis, initially for a period of six months from the date of engagement or till further orders, whichever is earlier. The details regarding eligibility criteria, terms and conditions etc. are annexed.

2. Interested and eligible candidates may submit their applications, on or before **31st October, 2018**, in the enclosed format, to Director (Estt.), Ministry of Development of North Eastern Region, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011.


(S.P. Singh)
Director
Tel. 23022025

Distribution:

- i) All Ministries/Departments of the Government of India with the request to give wide publicity to the circular among all concerned.
- ii) All Sections/Units in the Ministry of Development of North Eastern Region.
- iii) NIC Cell with the request to upload the circular on the website of this Ministry.

Terms & Conditions

1. Eligibility:

- i) The person should be well acquainted with the functioning of Union Government Ministries/Departments with adequate knowledge of Value Chain & Livelihoods schemes in Union/State Governments. Preference will be given to persons having extensive experience of working in North Eastern Region and in the Government Sector, at senior levels as Additional Secretary and above to the Government of India or equivalent in the State Government.
- ii) Should have good communication & inter-personal skills.
- iii) Should have good knowledge in noting/drafting and office procedure.
- iv) Should be versed in use of e-office and computers.

2. Educational Qualifications:

Degree in any discipline from a recognized University, with specialization in livelihoods & value chains (in the case of applicants who have not worked in Government).

3. Job responsibility:

The Sr. Consultant shall be required to advise and assist Ministry of Development of North Eastern Region, particularly the Secretary of the Ministry in policy formulation and implementation. He will also be required to assist the Secretary in inter-ministerial coordination at very senior levels, besides any other matter assigned to him by the Secretary of the Ministry. The Sr. Consultant shall be required to discharge his duties in close coordination with other senior functionaries in the Ministry.

4. Age limit:

Normally, the maximum age limit for all categories of consultants will be 65 years.

5. Remuneration:

Remuneration of Consultant will be fixed @Rs.80,000/- p.m. or in the case of retired government official @ pay last drawn *minus* pension plus DA per month, whichever is applicable.

6. General terms and conditions:

- i) The engagement of the Consultant will be purely on contract basis.
- ii) The contract period for the Consultant would be initially for a period of 6 months, which may be extended or curtailed subject to review, at the sole discretion of the Ministry.
- iii) The Consultant shall be required to observe the normal office timings of the Ministry.
- iv) The Consultant shall be eligible leave @ 8 days in a calendar year.
- v) The Ministry may terminate the services of Consultant in case he/she is unable to perform the assigned tasks within the time prescribed or the work assigned to him/her is not performed with required quality of disposal or he/she is found to be lacking in honesty and integrity.
- vi) Ministry also reserves the right to terminate the services of Consultant at any time without giving any notice and also without assigning any reason.
- vii) The Consultant may be called in the office on Saturdays and other Gazetted Holidays or may be asked to sit late in the office after office hours, in case of exigencies of work. No extra allowances will be permissible for the same.
- viii) The Consultant shall continue to draw pension and dearness relief on pension, if any, during the period of their engagement as Consultant. The engagement as Consultant shall not be considered as a case of reemployment.
- ix) The Consultant shall not be entitled to any kind of allowance or accommodation facility. However, should the Consultant require to travel inside the country in connection with the official work of the Ministry, 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.
- x) The Headquarters of the consultant will be at New Delhi.

7. Tax Deduction at Source:

The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued by the Office.

**Application for engagement as Consultant (Admn.) on contract basis in
Ministry of Development of North Eastern Region**

Name	
Father's/Husband's Name	
Date of Birth	
Address for correspondence	
Permanent Address	
Contact No./Nos.	
Email ID	
Educational / Technical Qualification (s)	
Details of experience to be attached in proforma appended as "APPENDIX"	
Date of retirement and name of the office where the officer was last working. A copy of PPO may be enclosed.	
Any other relevant information (use a separate sheet , if necessary)	

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

Date:

Signature of Applicant

Details of Experience

Period (Starting from the latest)	Name of Office/Organization	Post, remuneration or Pay Band with Grade Pay, if applicable	Description

Name/Signature.....