No. 12/70/2016-Estt.
Government of India
Ministry of Development of North Eastern Region

*****

Vigyan Bhawan Annex,  
Maulana Azad Road,  
New Delhi-110011.
Dated 28th December, 2018

CIRCULAR

Subject: Engagement of Consultant (Budget) in the Ministry of Development of North Eastern Region.

Ministry of Development of North Eastern Region invites applications from eligible persons for engagement of Consultant (Budget) 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 07th January, 2018, in the enclosed proforma, to Director (Admn.), Ministry of Development of North Eastern Region, Vigyan Bhawan Annex, Maulana Azad Road, New Delhi-110011.

(S. P. Singh)
Director
Tel. 23022025

Distribution:

i) All Ministries and Departments of the Government of India with the request to give wide publicity to the circular among all concerned.

ii) All Sections 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.
Annexure

Terms and Conditions

1. Eligibility:

i) The person should be well acquainted with the functioning of Central Government Ministries/Departments and has knowledge of Budget related work e.g. Regular monitoring of expenditure, collection, compilation and coordination of data/information for formulation of budget (BE and RE), Supplementary Demand and preparation of mandatory reports, uploading of Audit paras, Appropriation of Accounts, PAC observations, preparation of DDG, Outcome Budget, Saving and Surrender, coordination with D/o Economic Affairs, Department of Expenditure, C&AG and CGA etc.

ii) Should have good knowledge of budgeting procedures, GFRs and GARS etc.,

iii) Should have good communication and interpersonal skills, fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.

iv) Should have good knowledge in noting/drafting and office procedure.

2. Educational Qualifications:

Degree in any discipline preferably, in accounting.

3. Job Responsibility:

Budget related work of the Ministry e.g. Regular monitoring of expenditure, collection, compilation and coordination of data/information for formulation of budget (BE and RE), Supplementary Demand and preparation of mandatory reports, uploading of Audit paras, Appropriation of Accounts, PAC observations, preparation of DDG, Outcome Budget, Saving and Surrender, coordination with D/o Economic Affairs, Department of Expenditure, C&AG and CGA etc. The person must be able to work in MS-word, Excel, Power Point and should proficient in noting, drafting and examining the cases. Any other work that may be assigned by senior officers.

4. Age Limit:

Normally, the maximum age limit for all categories of Consultants will be 65 years. However, engagement beyond 65 years of age and upto 67 years could be made with the approval of Secretary, DoNER keeping in view his/her health appropriate for the work and level of expertise.

5. Remuneration:

Remuneration of Consultant (Budget) will be fixed @ Rs. 40,000/- p.m. or in the case of retired government official @ of pay last drawn minus pension plus DA per month, whichever is applicable.
6. **General Terms and Conditions:**

i) The Consultant will not be entitled for any kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, transport facilities, staff Car and residential accommodation from Central Government pool.

ii) The engagement of the Consultant will be purely on contract basis.

iii) The contract period for the Consultant would be initially for period of 6 months which may be extended or curtailed subject to review, at the sole discretion of this Ministry.

iv) The Consultant shall be required to observe the normal timing of the Ministry.

v) The Consultant shall be eligible for 8 days leave in a calendar year.

vi) The candidate will be required to sign a non-disclosure undertaking appended at Annexure.

vii) The Ministry may terminate the services of Consultant in case he/she is unable to achieve the assigned works within the time-frame or the work assigned to him/her is not satisfactory to the Ministry or he/she is found to be lacking in honesty and integrity.

viii) Ministry shall also reserve the right to terminate the services of Consultants at any time without giving any notice and also without assigning any reason. The engagement of Consultant will not confer any right on the part of individual for permanent appointment to the post.

ix) 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.

x) The Consultants shall continue to draw pension and dearness relief on pension, if any during the period of their engagement as Consultant. Their engagement as Consultant shall not be considered as a case of re-employment.

xi) Consultants 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.

xii) The Headquarters of consultant will be at 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.
NON-DISCLOSURE UNDERTAKING

To,

The Joint Secretary (Admin.)
Ministry of Development of North Eastern Region,
Vigyan Bhawan Annexe, New Delhi - 110011

Sir,

I hereby undertake

To treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.

to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, Digital or in electronic format.

not to engage in any other employment/occupation/consultancy or any other activity during my engagement with Ministry of Development of North Eastern Region which would otherwise conflict with my obligations towards Ministry of Development of North Eastern Region.

to abide by data security policy and related guidelines issued by Ministry of Development of North Eastern Region.

2. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the Ministry of Development of North Eastern Region any records/material, equipment, documents or data which is of confidential nature.

3. I shall keep Ministry of Development of North Eastern Region 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 the time being in force.

5. For the purpose of this undertaking, Confidential Information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature)
Name:............................
Address:...........................................
Dated:............................
Personal Contact No:............................

ANNEXURE
## Details of Experience

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<tr>
<th>Period (Starting from the latest)</th>
<th>Name of Office/Organization</th>
<th>Post, Remuneration or Pay Band with Grade Pay, if applicable</th>
<th>Description</th>
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Name/Signature: .............................................................
# Application for engagement as Consultant on contract basis in Ministry of Development of North Eastern Region

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
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<td>Mother’s/Father’s/Husband’s Name</td>
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<td>Date of Birth</td>
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<td>Address for correspondence</td>
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<td>Permanent Address</td>
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<td>Educational/Technical Qualification(s)</td>
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<td>Details of experience to be attached in proforma appended as “APPENDIX”</td>
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<td>Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO.</td>
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<td>Any other relevant information (use a separate sheet, if necessary)</td>
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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 the Applicant