CIRCULAR

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

Ministry of Development of North Eastern Region invites applications from Government Servants, who have retired from the rank of Director in the Government of India and persons holding equivalent positions in academic/research organizations, for engagement as Consultant, purely on contract basis, for a period of 6 months from the date of engagement, which may be extended or curtailed as per the functional requirement.

2. The last date of receipt of applications, in the prescribed format is up to 5.00 p.m. on 30th October, 2017. Applications received after due date/time and without supporting documents shall not be considered.

3. Eligibility, selection criteria and terms & conditions of service are at Annexure. The eligible candidates meeting the prescribed qualification may send their applications to Director (Admn.), Ministry of Development of North Eastern Region, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi-110011.

(S. P. Singh)
Director
Tel.23022025

Distribution

i) All Ministries/Departments of Government of India, with request to give wide publicity to the circular.

ii) Department of Personnel and Training for displaying on their website.

iii) All Sections in the Ministry of Development of North Eastern Region.

iv) NIC Cell with the request to upload the circular on the website of the Ministry.
Annexure

1. Eligibility:

1.1 Government Servants, who have retired from the rank of Director in the Government of India and persons holding equivalent positions in academic/research organizations, are eligible for engagement as Consultant. A person having knowledge of issues of NER/experience in NER would be given preference.

1.2 Should have good communication and interpersonal skills.

2. Age Limit:

2.1 Should not be more than 64 years of age on the last date of receipt of application.

3. Remuneration:

3.1 The Consultant will be paid a consolidated fee @ (Basic Pay plus Dearness Relief)-Pension per month.

3.2 Shall not be entitled to any allowance such as Transport Allowance, DA, residential accommodation, CGHS/Medical facility, Medical reimbursement etc.

4. Selection Procedure:

4.1 The engagement will be purely on short term contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Consultants will be selected by a duly constituted Committee.

5. Scope of duties:

5.1 Ministry of Development of North Eastern Region is anchoring a high level inter-ministerial committee with the mandate to recommend actionable plan of action for optimum utilization of water resources of North Eastern States in given finite time line. Accordingly, scope of work of the Consultant will inter alia include collection, correlation and analysis of data and study material. Identification of infirmities in existing schemes of State Governments and that of Central Government entities, preparation of agenda, minutes of meetings, correspondence with stakeholders etc. will be central to duties of Consultant. Consultant will be required to take the responsibilities of content developer and contribute in firming up the recommendations.

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6. **Leave:**

6.1 The Consultant would not be entitled to any kind of regular leave. However, he/she would be entitled to leave of 8 days in a calendar year, to be calculated on pro-rata basis. In special circumstances, the Consultant could be called for services on holidays or beyond normal working hours, for which no extra remuneration will be paid.

6.2 The un-availed leave in a calendar year can neither be carried forward to next calendar year nor considered for leave encashment.

7. **Office timings and working hours:**

7.1 Engagement of Consultant(s) would be on full time basis. Working hours shall be from 9.00 a.m. to 5.30 p.m. during all working days, including half-an-hour lunch break between 1.00-1.30 p.m. They will not be allowed to take any other assignment during the period of contractual engagement. The Consultants may be called on Saturday/Sunday/other Gazetted Holidays, if required.

8. **TA/DA:**

8.1 No TA/DA shall be admissible for joining the assignment or on its completion. The Consultant will not be allowed any foreign travel at Government expense. However, he/she shall be allowed TA/DA for travel inside the country in connection with official work, as assigned to him/her by the competent authority.

9. **Tax deduction at Source:**

9.1 The income tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

10. **Confidentially of data and documents:**

10.1 The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. 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 this assignment or during the course of the assignment for the office, without express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignments to the office before the expiry of the contract and before release of the final payment.
11. Conflict of Interest:

11.1 The Consultant appointed by the Ministry, shall in no case represent or give opinion or advice to others in any matter, which is adverse to the interest of this office. No consultant would be permitted to take up any other assignment during the period of Consultancy.

12. Termination of service:

12.1 The engagement may be terminated at any time by the Ministry without assigning any reasons by giving notice of 07 days. In case, a Consultant desires to leave the assignment, he/she is to give 07 days’ notice, which can be curtailed/extended depending upon the workload.

12.2 In the event any Consultant is found unfit on any account or if he is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.

13. Ministry of Development of North Eastern Region shall not be responsible for any loss, accident, damage, injury suffered by the Consultant whatsoever arising in or out of the execution of his work, including travel.

14. Guidelines for submission of the application:

Duly filled-in application, in the prescribed format (enclosed) may be sent to Director(Admin.), Ministry of Development of North Eastern Region, Vigyan Bhawan Annex, Maulana Azad Road, New Delhi-110011 latest by 5.00 p.m. on 30th October, 2017. Any application received after the above date shall not be entertained. The application should be submitted along with the following documents:

i) Copy of retirement order.

ii) Copy of PPO

iii) Copy of PAN Card and AADHAR Card.

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Application for engagement as Consultant in Ministry of Development of North Eastern Region

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9. Position held since entry in the service:

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10. Any other specific information, if any, in support of your suitability for the said engagement (separate sheets may be used, if required).

Place:  
Date:  

Signature of the applicant