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 the 20th September, 2017

CIRCULAR

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

The Ministry of Development of North Eastern Region invites application from retired persons for engagement of Consultant on contract basis initially for a period of 6 months from the date of engagement or till further orders, whichever is earlier. The details regarding eligibility criteria, terms of reference etc, are as under:

1. **One Consultant (Budget) [Section Officer/Account Officer level]**
   
i) Should have retired at the level of Section Officer/Sr. Account Officer/Account Officer/AAO or equivalent post from Central Government Ministries/Departments.
   
ii) 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 BE), 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.
   
iii) Besides, Consultant shall perform any work assigned to him by Sr. Officers from time to time.
   
iv) The Consultant will be paid a consolidated fee @ Rs.40,000/- (Rupees forty thousand only) per month.

2. **General Terms and Conditions:**
   
i) The person must be able to work in MS-word, Excel, Power point and should be proficient in noting, drafting and examining the cases.
   
ii) 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.
   
iii) The engagement of the Consultant will be purely on contract basis.
   
iv) 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. Normally, the maximum age limit for all categories of Consultants will be 65 years. However, engagement beyond 65 years of age and upto 70 years could be made with the approval of Secretary, DoNER keeping in view his/her health appropriate for the work and level of expertise.
v) The consultant shall be eligible for 8 days leave in a calendar year. This leave will not be carried forward in case the engagement period is extended by this Ministry. Also, no payment in lieu of unutilized leave will be paid this Ministry at the time of expire of contract.

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 they 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.

3. Interested and eligible candidates may submit their applications, on or before 3rd October, 2017 in the enclosed proforma to the Director (Admn.), Ministry of Development of North Eastern Region, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi.

(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 the 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.