

A-12011/06/2017-HR-II(Part.I)
Government of India
Ministry of Chemicals & Fertilizers
Department of Fertilizers

D-204, Shastri Bhawan, New Delhi,
Dated the 22nd January, 2019

CIRCULAR

Sub: Requirement of consultant on contract basis

Application are invited for appointment of Consultants as ASO level purely on contract basis in this Department, well acquainted with functioning of Central/State Government for the period of 6 months or till the vacancy is filled up whichever is earlier at the rate of Rs. 25000/- p.m. under the terms and conditions as enclosed.

2. Interested persons who are graduate in any stream and having ability to process/analyze the proposal /receipts/communication/coordinating skills along with the knowledge of MS excel/office, computer applications with relevant documents should reach to SO(Estt). Room No. 203, D wing, Shastri Bhawan, New Delhi on or before 31/01/2019.


(B.R. Yadav)
Section Officer (Estt.)
Tel. No. 011-23388380

To:

SO(IT)- For uploading on the website of Department of Fertilizers

TERMS OF REFERENCE
For Engagement of Consultant in the
Government of India
Department of Fertilizers

Introduction:- This Department's main objective is to meet the requirements of Fertilizers in the Country. These objectives are achieved by managing the production, import and distribution of Fertilizers in the country through govt., cooperative and private sector. Making the country self reliant in production of fertilizers along with increasing the consumption of fertilizers in the country to make India self- reliant in the production of food grains is the mission of the Department.

The Department of Fertilizers intends to frame a policy for engaging Consultants. The details of experience required, scope of work/job responsibility and other terms & conditions will be as under:-

2. Justification for engaging Consultants:-

Engagement of consultants should be done only in rare cases where expert/professional services are required and such expertise is not available in the department. Following considerations should be kept in mind while hiring consultants:-

- a) The absence/shortage of requisite expertise in house,
- b) The need for economy and efficiency.
- c) The need to have highly qualified experts for providing specific services.

2.2 Every proposal for engaging a consultant shall invariably mention the following:-

- a) Whether the proposed engagement is against a vacant post or for a specific work/project
- b) The estimated time period for engaging the consultant.
- c) The expertise/skills and knowledge in the relevant field possessed by the person who is being recommended for engagement.

2.3 Under no circumstances, whatsoever, the number of Consultants engaged against vacant posts shall exceed the number of such vacant posts.

2.4 It must be ensured that funds for payment of their remuneration are available.

2.5 While engaging retired Govt. employees, the total monthly consolidated fee and the pension drawn by consultant shall not be more than the last pay drawn by him calculated at the current rate of D.A.

3. PROCEDURE FOR SELECTION OF CONSULTANTS

3.1 With the objective to bring order, transparency and uniformity in the engagement of Consultants, the following guidelines are laid down in exercise of the powers conferred by **Rule 179 of General Financial Rules, 2017**. The consultants can be engaged through following routes.

- (a) Individual Consultants:-** Where individuals having academic or professional degree and/ or working experience in the particular subject are hired from open market or through consultancy firms/ agencies for a specific job/ project.
- (b) Individual Consultants by nomination:-** Where individuals having academic or professional degree and/ or working experience in the particular subject are hired by nomination keeping in view expertise and necessity.
- (c) Retired Govt. Employees as Consultants:-** Retired Govt. Officers/ officials are engaged as Consultant either for general secretariat/ administrative work or under a scheme, or continuation of previous work of importance.

3.2 Where engagement of Consultant is by nomination i.e. a specific person is recommended by the Division for engagement as Consultant, the concerned Division will record the justifications for doing so and forward the proposal with the approval of divisional Head.

4. Eligibility Criteria

4.1 Age-Limit:-

(a) For consultants at 3.1 (a) & (b):- The age limit for hiring of a consultant shall be 18- 40 years. Upper age limit may be relaxed with the approval of Secretary (Fert) keeping in view the exigency and need.

(b) For consultants at 3.1 (c):- Normally, the maximum age limit will be 65 years. However, engagement beyond 65 years and upto 70 years could be done with the approval of Secretary (Fert) keeping in view his/her good health appropriate for the work and level of expertise.

4.2 Experience & Qualification:-

(a) For consultants at 3.1 (a) & (b):- Qualification and experience of the individual shall be relevant to the demands of project assigned.

(b) For consultants at 3.1 (c):- Retired officers/ employees of Central and State Governments/ PSUs/ autonomous bodies having expertise & considerable experience in the required field. He/ She should also be familiar with the functioning of Central Govt. Ministries/ Departments.

5. Terms & Conditions

5.1 Payment:- The Payment would be made on monthly basis as per monthly remuneration fixed at the time of engagement subject to restriction of the fee as per BAS records.

5.2 Attendance:- The consultants are directed to register themselves on AEBAS & regularly mark their attendance in the system. In the event of any technical glitch in the system, attendance may be marked in the Register maintained in the HR-II section.

5.3 Office Time and Working Hours:- Working hours shall be from 9:00 AM to 5:30 PM during working days including half an hour lunch break in between. The consultant may be called on Saturday/Sunday/other Gazetted holidays, if required, and the same shall be adjusted/ dealt with by Compensatory leave.

5.4 Leave:- Consultants shall be eligible for 08 days' leave in a calendar year on pro - rata basis. No remuneration for the period of absence on excess of the admissible leave will be paid to Consultants. Un-availed leave shall neither be carried forward to next year nor encashed.

5.5 Tax Deduction at Source (TDS):- TDS as admissible shall be deducted from the monthly remuneration of Consultants. A TDS certificate shall be issued by the concerned DDO on demand.

5.6 The retired government employee engaged as Consultant shall continue to draw pension thereon during the period of his engagement as Consultant.

5.7 The engagement as Consultant shall not be considered as a case of reemployment.

5.8 No Consultant shall be allowed to join without first submitting an undertaking towards acceptance of the terms and conditions as mentioned in the offer letter.

6. PERIOD OF ENGAGEMENT

6.1 The initial engagement of a person as Consultant will be for the period as given in the Terms of Reference (ToR) or 6 months, whichever is less. After expiry of initial term, engagement may be extended based on requirement of Department and performance of Consultant (s) concerned, with the concurrence of IFD and approval of Secretary (Fert), for a maximum period of 6 months at a time.

6.2 The appointment of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy in the Department of Fertilizers.

6.3 The engagement of Consultants can be terminated by the Department/ office at any time without assigning any reason thereof. However, Consultant will have to give 15 days' advance notice or remuneration in lieu thereof before resigning from the engagement.

6.4 The services of consultant may be utilized as per requirement & need of the Department, in Delhi or outside Delhi, if so required.

7. CONFIDENTIALITY OF DATA AND DOCUMENTS

7.1 The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Ministry / organization shall remain with the Department /organization

7.2 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 his assignment or during the course of assignment for the Department/ Organization, without the express written consent of the Department/ Organization.

7.3 The consultant shall be bound to hand – over the entire set of records of assignment to the Department at the expiry of the contract, and before the final payment is released by the Department/ organization.

8. CONFLICT OF INTEREST

The Consultant appointment by the Department/ organization, shall in no case represent or give opinion or advice to any individual/ organization in any matter which is adverse to the interest of the Department/ organization nor will he indulge in any activity outside the terms of the contractual assignment.

The Consultant will not be entitled for any other compensation or absorption/ regularization of service with this Department.

9. REVIEW OF GUIDELINES

These instructions may be reviewed as and when the circumstances so warrant with the approval of the Secretary (Fert).