

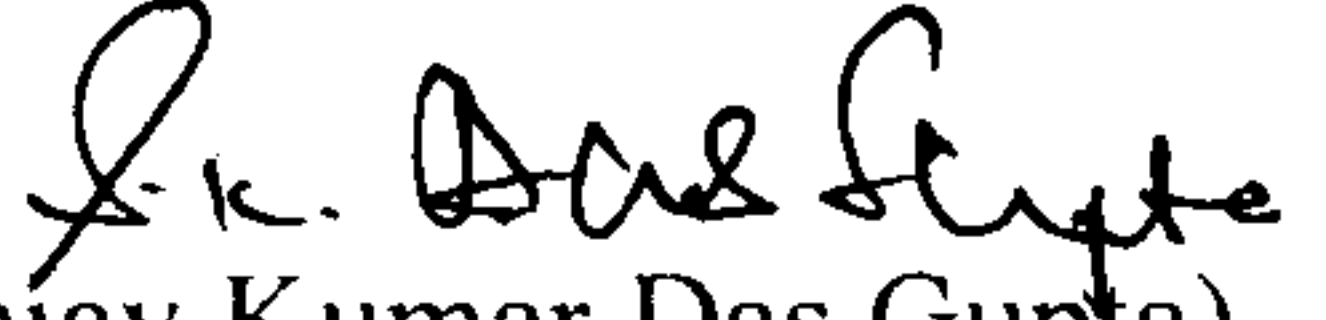
F.No. 21/2/2018-CS.I (P)
Ministry of Personnel, Public Grievances Pension
Department of Personnel & Training
(C.S.I Division)

2nd Floor, 'A' wing,
Lok Nayak Bhawan,
Khan Market, New Delhi
Dated 23rd July, 2019

Subject:- Engagement of retired Central Government and State Government/PSUs/Autonomous bodies/Statutory bodies officers/employees (i.e. Under Secretary/SO/ASO) as Consultants in the Ministry of Processing Industries –reg.

The undersigned is directed to circulate herewith Advertisement Notice No. A.40020/1/2019-Estt dated 18.07.2019 (along-with enclosures) from Ministry of Food Processing Industries (MoFPI) inviting application from eligible retired Officers/employees (viz Under Secretary/SO/ASO) of the Central Government/State Government/PSUs/ Autonomous bodies/Statutory bodies.

2. In case of any further clarification, applicants are requested to contact the concerned Ministries/Departments.


(Sanjay Kumar Das Gupta)

Under Secretary to the Government of India

Tele:- 24629412

To,

All Ministries/Departments (through DOPT's website)

No. A.40020/1/2019-Estt
Government of India
Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg,
New Delhi-110049

Dated: 18.07.2019

ADVERTISEMENT NOTICE

SUBJECT: Engagement of retired Central and State Government / PSUs / Autonomous bodies / Statutory bodies officers / employees (i.e. Under Secretary / SO / ASO) as Consultants in the Ministry of Processing Industries – reg.

Ministry of Food Processing Industries (MoFPI) invites applications are invited from eligible retired Officers / employees (viz. Under Secretary/SO/ASO) of Central Government / State Government / PSUs / Autonomous bodies / Statutory bodies having considerable experience of functioning for the purpose of selection of suitable personnel for engaging them as Consultants in this Ministry on contract basis for a period one year.

2. The details guidelines (copy enclosed) of their engagement is available in the website of this Ministry i.e. <http://www.mofpi.nic.in>.

3. The application duly filled in and complete in all respects may be sent through e-mail/post within 15 days from the date of this Advertisement Notice to:

"Dr. Atya Nand
Deputy Secretary (Estt),
Room No. 101, Panchsheel Bhawan,
August Kranti Marg, New Delhi -110049
Tel No. 26406523
E-mail: atyanand@nic.in"

4. Any application received after the prescribed date will not be entertained.

Encl.: As Above.

Rehan Zaheer

(Md. Rehan Zaheer)

Under Secretary to the Government of India

Tele.-011-26406536

E-mail:- rehan.zaheer@nic.in

To

1. The *Director (CS)*, Department of Personnel and Training, North Block, New Delhi - It is requested to upload the circular in DoPT's Website.

Copy

1. NIC, MoFPI for uploading the same in the Ministry's website.

2019/7/19 *US (Coord)*

Sh. Vijay Lal, SO
19/7/19
CS

Guidelines for the engagement of retired Govt. servant as Consultant in the Ministry of Food Processing Industries

With the objective to bring order, transparency and uniformity in the engagement of Consultants, the following guidelines are laid down for engagement of retired government servants as Consultants.

1. PURPOSE, SCOPE AND SUBORDINATION

1.1 **Purpose :-** The purpose of these guidelines is to define the broad policies and procedures for selection, contracting terms and conditions as well as monitoring of consultants.

1.2 **Scope:-** These instructions shall apply to (MoFPI). In Government, Consultants engaged may be classified into the following three categories: -

(a) Institutional Consultants:- Where an organization /agency /firm / institution/joint venture of persons are hired for doing a specific job/project.

(b) 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.

(c) Retired Govt. employees as Consultants:- Retired Govt. Officers/employees are engaged as Consultant either for general secretariat/administrative work or under a scheme, through a competitive process.

Basic rules and procedures for hiring Consultants under the first two categories are prescribed in GFR, 2017 and detailed guidelines are given in Manual for Procurement of Consultancy & Other Services, 2017 issued by Ministry of Finance. Therefore, guidelines prescribed herein shall apply to engagement of Consultants under third category only.

1.3 **Superiority:** - These instructions flow from and are subordinate to GFR, and in the event of any variance between the two, the latter shall prevail.

2. DEFINITIONS AND EXPRESSIONS

2.1 Ministry means Ministry of Food Processing Industries [MoFPI].

2.2 Competent Authority [CA] in respect of MoFPI means Secretary (MoFPI).

- 2.3 Competent Financial Authority [CFA] in respect of MoFPI means Financial Advisor i.e. JS & FA/ AS & FA.

3. REMUNERATION AND ALLOWANCES

- 3.1 **Emoluments:-** Monthly emoluments/remuneration payable shall be equivalent to the last pay drawn minus the amount of pension being drawn by the selected person. The emoluments and pension drawn should not exceed the last pay drawn by the selected person.

In addition, the selected person shall also be made eligible for local conveyance @ 50% of the transport allowance drawn by him on last post. However, Dearness allowance shall not be admissible thereon.

The consultant will however be eligible for official email id, government identification card, internet connection, telephone, office with standard equipment library facility etc.

- 3.2 **Allowances:-** 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.
- 3.3 **Leave:-** Consultants shall be eligible for 8 days' leave in a calendar year on pro-rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultants. Un-availed leave shall neither be carried forward to next year nor encashed.
- 3.4 **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.
- 3.5 The engagement as Consultant shall not be considered as a case of re-employment.

4. QUALIFICATION AND EXPERIENCE OF CONSULTANTS

- 4.1 **Educational Qualification:-** The minimum educational qualification for all Consultants will be Graduation degree from a recognized University or Institute. However, for retired Government Servant, who are eligible otherwise, the educational **Qualification may be relaxed** as per requirement and nature of job of consultant as per decision of the Competent Authority.

4.2 **Experience:-** Officers/employees of Central and State Governments/PSUs/Autonomous bodies having considerable experience of functioning of Central Government Ministries/Departments. The consultant should have excellent communication and interpersonal skills with a strong flair for in depth handling of work relating to Internal Finance as well.

4.3 **Age-Limit:-** Normally, the maximum age limit for all categories of Consultants will be 65 years. However, engagement beyond 65 years and upto 70 years could be with the approval of Secretary keeping in view his/her good health appropriate for the work and level of expertise (in rare cases).

5. **LIMIT ON ENGAGEMENT OF CONSULTANTS**

5.1 Engagement of Consultants should be called upon only in case of rare urgency or where expert/professional services are required and should not be used as a common practice. Following main considerations should be kept in mind while going for hiring consultants:-

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

5.2 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 required for such work/project to complete
- (c) What expertise/skills and knowledge in the relevant field are possessed by the person being recommended for engagement as Consultant.

6. **PROCEDURE FOR SELECTION OF CONSULTANTS**

6.1 However, when two or more Consultants are required to be engaged whether against the vacant post or for specific work/project, such engagement shall be done through inviting applications only, in the manner as follows:-

(a) A circular shall be issued inviting applications from willing/eligible persons for engagement as Consultants. The closing date for submission of applications should be at least one month from the date of issue of the circular. An advertisement in this regard shall be published in the newspaper whenever applicable. The same shall also be duly publicized through website of this Ministry, and DoPT. The GEM channel shall also be used, if available.

(b) A Screening-cum-Selection Committee shall be constituted by the Ministry/office for selection of Consultants. The committee should consist of at least three members, one each from Finance Division, Personnel Division and the Division where the proposed Consultant will be deployed. The composition of the committee will be based on the group of last post held by retired government servant i.e. Group A, B or C

(c) The Committee shall first shortlist the applications on the basis of the criteria decided by it. Thereafter, the Committee will hold a personal interaction with the shortlisted candidates. All the members of the Committee will separately assign the marks (out of 10) to interviewed Consultants. Those securing highest marks out of total 30, shall be recommended by the Committee for engagement. In case of stalemate, the decision of the Committee shall be final.

6.2 An offer letter indicating the terms and conditions, will be issued, to the selected candidate(s), after obtaining requisite approval.

6.3 Every person engaged as consultant will have to submit an undertaking that he accepts the terms and conditions as mentioned in the offer letter.

7. PERIOD OF ENGAGEMENT

7.1 The initial engagement of a person as Consultant will be for the period as given in the Terms of Reference (ToR) or one year, whichever is less. After expiry of initial term, engagement may be extended, based on requirement of Ministry and performance of Consultant(s) concerned, with the approval of competent authority, for a maximum period of one year at a time.

7.2 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 Ministry of FPI.

7.3 The appointment of Consultants is of a temporary (non-official) nature against the specific jobs/ assignments.

8. Termination of Consultancy

8.1 The engagement of Consultants can be terminated by the Ministry of Food Processing Industries at any time without assigning any reason thereof. However, Consultant will have to give 30 days' advance notice or remuneration in lieu thereof before resigning from the engagement. This should be clearly indicated in the circular/advertisement for engagement of Consultants as well as in the offer letter.

9. CONFIDENTIALITY OF DATA AND DOCUMENTS

9.1 The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Ministry of food processing Industries shall remain with the Ministry of Food Processing Industries

9.2 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings of information collected for the purpose of his assignment or during the course of assignment for the Ministry of Food Processing Industries, without the express written consent of Ministry of Food Processing Industries.

9.3 The consultant shall be bound to hand-over the entire set of records of assignment to Ministry of Food Processing Industries before the expiry of the contract, and before the final payment is released by the Ministry of Food Processing Industries

10. CONFLICT OF INTEREST

10.1 The Consultant appointed by Ministry of Food Processing Industries, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Ministry of Food Processing Industries nor will he indulge in any activity outside the terms of the contractual assignment.

10.2 The Consultant will not be entitled for any benefit/compensation absorption/regularization of service in this Ministry.

11. MODEL FORMATS AND APPLICATIONS

11.1 A circular calling for applications for Consultants shall invariably include the following points:-

- (i) Terms of Reference (ToR)
- (ii) Period of engagement and the events under which engagement may be terminated prematurely,
- (iii) Eligibility criteria for engagement,

(iv) Terms and conditions of engagement,

(v) Format of application – A model format of application is given in the Annexure-I.

11.2 Above points are only indicative and not exhaustive. Ministry of Food Processing Industries issuing the circular may include any other clause as per their requirements.

11.3 Terms and conditions of engagement to be mentioned in the circular, offer letter as well as in appointment order will include the clauses as follows:-

(i) Period of engagement and the events under which such engagement may be terminated prematurely

(ii) Nature of engagement

(iii) Remuneration, leave and allowance

(iv) Clause regarding confidentiality of data and documents and conflict of interest

(v) Any other clause/ specific point peculiar to such engagement

12. REVIEW OF GUIDELINES

These instructions may be reviewed as and when the circumstances so warrant with the approval of the competent authority.

13. RELAXATION

The power to relax any or all of the conditions enumerated above shall vest with the Secretary (MoFPI), which should be exercised in exceptional cases of highly specialized requirements. The higher amount of monthly consolidated remuneration payable to Consultants of different level can also be sanctioned with the approval of Secretary (MoFPI) in consultation with IFD.

Application for engagement of retired Central and State Government / PSUs / Autonomous Bodies / Statutory Bodies officials as Consultant in Ministry of Food Processing Industries

1.	Name	:		Photo Self-Attested	
2.	Father's Name	:			
3.	Date of Birth	:			
4.	Address of Correspondence	:			
5.	Permanent Address	:			
6.	Contract Details	Mobile No.	:		
		Landline No.	:		
		Email ID	:		
7.	Domicile	:			
8.	Nationality	:			
9.	Educational Qualification & Experience				
A. Details of Education Qualification possessed					
	Course Passed	Subject	University/Institute	Year of Passing	Division/Class
B. Details of Experience possessed					
	Organisation	Period		Nature of work attended	
		From	To		
9.	Post held on the date of retirement from Government Service	:			
10.	The details of Last pay drawn on the date of retirement (Also attach PPO No. & LPC)	:			
11.	Whether (General/SC/ST/OBC)	:			
12.	Whether agreed to the terms and conditions indicated in the circular to which the proforma is annexed? (Your answer must be yes or No, otherwise application will be liable for rejection)	:			

(Signature)
Name & Address

Date:
Place: