

No. A-41011/1/2020-ESTT.- CPC

भारत सरकार
रसायन एवं उर्वरक मंत्रालय
रसायन एवं पेट्रो रसायन विभाग

कर्तव्य भवन 02, नई दिल्ली
दिनांक : 01.07.2026

VACANCY CIRCULAR

Subject: Engagement of Consultant on contract basis in the Department of Chemicals and Petrochemicals, Ministry of Chemicals and Fertilizers – reg.

Department of Chemicals and Petrochemicals invites applications from eligible and interested candidates for engagement of two Consultants on contract basis to attend the specific types of work, as per the details given below:-

Sr. No.	Designation and number of Post	Scope of work/ Essential Qualification/ Essential Work Experience	Proforma for Qualification and Work Experience
1.	Technical Consultant (Mid Level) (One)	Annexure – I	Annexure -III
2.	Consultant (Entry Level) (one) – Chemical Disaster	Annexure-II	Annexure -III

General Conditions of Service for all appointees:

2. Remuneration:

a) Non Govt servant: Remuneration of non-govt employee selected as consultant will be as under.

i) Technical Consultant (One)- **Rs 1.40 lakh (Consolidated)**

ii) Consultant (one) – Chemical Disaster- **Rs 85000/- (consolidated)**

b) Retired Central Govt employee: Remuneration of retired Govt employee appointed as consultant will be regulated in terms of the provision of Department of Expenditure's OM No 3-25/2020-E.IIA dated 09.12.2020 and amended from time to time.

3. **Age Limit:** Normally, the maximum age limit for all categories of Consultants will be 62 years. Engagement/extension of tenure of a Consultant beyond 62 years could be considered with the approval of Secretary (C&PC) keeping in view his good health appropriate for the work and level of expertise. However, no Consultant shall be engaged or his tenure shall not be extended beyond 65 years.

4. **Tenure and Nature of engagement:** Initially for 2 years extendable upto a maximum of 3 years depending on the requirements and at the sole discretion of the Govt. The appointment of Consultants is of temporary (non-official) nature and would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with the Department of C&PC.

5. **Working Hours:** Working hours shall normally be from 9.00 AM to 5.30 PM during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to work late hours and he/she may be called on Saturday/Sunday and other Gazetted holidays. No extra remuneration shall be allowed/paid.

6. **Attendance:** Shall be compulsorily required to enrol himself in the Aadhar based Biometric Attendance System (BAS). Attendance registered by the staff in the BAS shall be taken as proof of their attendance in the office.

7. **Leave:** Consultants shall be eligible for 18 days leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 18 days in a Year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year. The Ministry would be free to terminate the services in case of absence of a Consultant by more than 15 days beyond the entitled leave in a calendar year.

8. **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of Consultants for official purpose shall not be permitted. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work after approval of Joint Secretary concerned.

9. **Additional Assignments:** In addition to the duties as assigned, the competent authority reserves the right to assign any duty as and when required. No extra/additional allowance will be admissible in case of such assignment.

10. **No Additional Benefits:** Consultants shall not be entitled to any benefit like Provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to a Government Servant appointed on regular basis.

11. **Untoward Incident:** Department will not be responsible if there is any mishappening/untoward incident etc. inside or outside the Department.

12. **No Preference for Regular Appointments:** Consultants will not be granted any claim or right or preference for regular appointment to any post in the Government.

13. **Penalty for Incorrect Declaration:** If any declaration given or information furnished by any Consultant proves to be false or if he/she is found to have willfully suppressed any material information, he /she will be liable for removal from such contract and also such other action as the Government may deem necessary.



14. **Termination of Services:** The services of a consultant may be terminated at any time by the Government or by the consultant without assigning any reason by giving advance notice of one month. The decision of the Department of Chemicals and Petrochemicals shall be final in all respects.

15. **Mode of Selection:** Selection of the Candidates will be done by a committee to be headed by an officer not below the rank of Joint Secretary. For assessing the suitability and merit of the candidates the Committee is free to prescribe its own mode such as written test, group discussion, interview including combination of any of these.

16. The Department of Chemicals & Petrochemicals reserves the right to accept or reject the applications on the subject without assigning any reasons whatsoever. Further, the Department reserves the right to withdraw/cancel the vacancy circular without assigning any reasons.

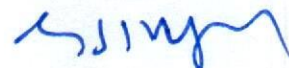
17. The Department shall send all communication to the candidates through email only.

18. Any provision not specified in the ToR and guidelines issued by this Department for engagement of consultants/young professionals but required to process the selection process at any stage will be dealt in the light of instructions/ provisions contained in the latest edition of GFR and Manual for Procurement of Consultancy & Other Services issued by the Ministry of Finance.

19. Any modification / subsequent information regarding advertisement, if any, will be uploaded on the website of this Department viz. <https://chemicals.gov.in/> for information of the users/ candidates

20. Candidates intending to apply for more than one post are required to submit a separate application form for each post, ensuring that every application is duly completed in all respects.

21. Interested Candidates may submit their application in prescribed format along with all supporting documents duly self-attested to est-cpc@gov.in and ganesh.singh30@gov.in within 21 days from publication of this vacancy in the Employment News.



(Ganesh Singh)

Deputy Secretary to Govt of India
Tele: 24015646

To

- 1) All Ministries/Departments of the Government of India.
- 2) All Universities / Recognized Research Institutions.
- 3) NIC, D/o C&PC for uploading this OM on the website.

ANNEXURE –I

TECHNICAL CONSULTANT (Mid-Level)

Scope of Work: Foreign trade policy issues; coordination with Department of Commerce along with ongoing FTA negotiations work; handling the environmental issues related to the Petrochemicals, plastic industry issues along with work related to trade matters and BIS standards formation; Safety Training Programmes for Major Accidents Hazard (MAH) Units; New scheme for promotion of Research and Development in Chemical and Petrochemical Sector; New Scheme for setting up of Chemical parks in the country; to support the rolling out of the PLI Scheme and its execution in the Department. And any other work that may be assigned by the competent authority from time to time/

Essential Qualifications:

- i. For retired Government Servants:- Master's Degree in any branch of Chemistry (but excluding Biochemistry) from a recognized university or Institution; or Bachelor's degree in chemical engineering or chemical technology from a recognized University or Institute.
- ii. For non-Government Servants: Post Graduate in any branch of Chemistry (but excluding Biochemistry) from a recognized university or Institution.

Desirable Qualifications:

Ph.D in Chemistry or M.Tech in Chemical Engineering/Technology from any reputed institution will be preferred.

Essential Work Experience:

- i. For retired Govt. Servants: Retired / working officers at the level between Section Officer and Deputy Secretary/Director to the Govt, of India or retired / working officers from E-4 level or above under the Central government or State Governments or Union territory Administrations or public sector undertakings or universities or recognized research institutions or Semi Government or autonomous bodies or statutory organizations;
- ii. For non-Govt. Servants : Employees from listed private sector organisations or corporate entities which are listed on the recognized stock exchanges of the country, or the companies with public shareholding dealing with Chemicals or Petrochemicals/ having a minimum of 3 year experience working with Central or State Governments or Union Territory Administrations or public sector undertakings or universities or recognized research institutions or Semi Government or autonomous bodies or statutory organizations or a reputed private company;

Desirable Experience : A good knowledge of Computer applications, MS- Office including excel along with strong communication, analytical and presentation skills.



ANNEXURE -II

CONSULTANT (Entry-Level) – CHEMICAL DISASTER

Scope of Work: Petrochemicals Perspective Plan, Disaster Management Plan, Budget proposals related to petrochemicals sector, Matters related to Import Surge, Analysis of Import Export data related to Petrochemicals.

Essential Qualifications:

- i. For retired Government Servants:- Master's Degree in any branch of Chemistry (but excluding Biochemistry) from a recognized university or Institution; or Bachelor's degree in chemical engineering or chemical technology from a recognized University or Institute.
- ii. For non-Government Servants: Post Graduate in any branch of Chemistry (but excluding Biochemistry) from a recognized university or Institution.

Essential Work Experience:

- i. For retired Govt. Servants: Retired / working officers at the level between Section Officer and Deputy Secretary/Director to the Govt, of India or retired / working officers from E-4 level or above under the Central government or State Governments or Union territory Administrations or public sector undertakings or universities or recognized research institutions or Semi Government or autonomous bodies or statutory organizations;
- ii. For non-Govt. Servants : Employees from listed private sector organisations or corporate entities which are listed on the recognized stock exchanges of the country, or the companies with public shareholding dealing with Chemicals or Petrochemicals/ having a minimum of 3 year experience working with Central or State Governments or Union Territory Administrations or public sector undertakings or universities or recognized research institutions or Semi Government or autonomous bodies or statutory organizations or a reputed private company;

Desirable Experience : A good knowledge of Computer applications, MS- Office including excel along with strong communication, analytical and presentation skills.



ANNEXURE-III**Proforma for Qualification and Work Experience**

1.	Application for the post of	
2.	Name in full (Block Letters)	
3.	Date of Birth	
4.	Whether Medically fit	Yes / No
5.	Address for correspondence	
6.	Permanent Address	
7.	E-mail address	
8.	Telephone No. / Mob. No.	

A. Educational Qualification (starting from the highest to graduation)

Sl no	Edu. Qualification (Degree onwards)	Main Subjects	Name of Institution	Marks (in %)

B. Work Experience (starting from the latest)

Sl no	Position Held	Duration dd.mm.yyyy to dd.mm.yyyy	Specific Role (In one Sentence)	Name of Employer	Description of Experience including any work worthy of mention (not more than 50 words)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualifications/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the Applicant)
Address.....

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Date:
Place:

