

F. No. A-41011/2/2018-Estt.-CPC
Government of India
Ministry of Chemicals & Fertilizers
Department of Chemicals and Petrochemicals

Subject: - Guidelines for Hiring of Consultants (Technical, Non-Technical & Economic) on contract basis in the Department of Chemicals and Petrochemicals, Ministry of Chemicals & Fertilizers.

The scheme of engagement of Consultants in the Department of Chemicals and Petrochemicals for technical and secretariat work shall henceforth be regulated as per the following guidelines:-

1. PURPOSE

1.1 The purpose of these guidelines is to define the broad policies and procedures for selection, contracting and monitoring of consultants financed from the resources of Department of Chemicals and Petrochemicals.

1.2 For the purpose of these guidelines, the term Consultant (s) includes retired officers / staff from 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 and 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.

1.3 The specific purpose, rules and procedure will be followed for employing consultants depending on circumstances of the particular case. However, following main consideration would guide the need and selection process:-

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

1.4 The consultant would be appointed to undertake mainly following work:

1.4.1 TECHNICAL WORK :

The work would include Policy, Research, Evaluation, Planning, Legal & Court Cases, Skill Development, Implementation and Monitoring of the schemes of the Department etc.

1.4.2 SECRETARIAT WORK :

a) The work would include Secretarial work related with implementation of the schemes of the Department, preparation of SFC / EFC Memos, drafting Cabinet Notes, Direct Benefit Transfer Scheme, Results Frame Work Document, notes on various schemes of Department etc.

b) The Consultant would be providing senior level secretarial services, office support in order to ensure very high level of efficiency and effectiveness of office administration.

2. RULE POSITION FOR APPOINTMENT OF CONSULTANTS

2.1 The Guidelines for engagement of Consultants in the Department of C&PC will be as laid down in the General Financial Rules, 2017, Manual of Policies and Procedures of Employment of Consultants issued by Ministry of Finance and relevant instructions of DOPT and Ministry of Finance, issued from time to time.

2.2 In brief the engagement of Consultants as laid down in the General Financial Rules, 2017 is that –

- The Ministry may hire external professional, consultancy firms or Consultants for a specific job which is well defined in terms of content and time frame.
- Guidelines for Engagement of Consultant may be resorted to in situations that require high quality services for which the concerned Ministries do not have requisite expertise.
- The Ministry should prepare in simple and concise language the requirements, objectives and the scope of the assignment.
- The eligibility and pre-qualification criteria to be met by the Consultants should be clearly identified.
- The estimated reasonable expenditure for the hiring of consultants should be worked out.
- GFR, 2017 also defines the procedure where the estimated cost of the work or service is up to Rupees Twenty Five lakhs, a list may be prepared of potential Consultants on the basis of formal or informal enquiries from other Department.
- Where the estimated cost of work is above Rupees Twenty Five lakhs, an enquiry for seeking "Expression of Interest" from Consultants should be published in at least one national daily and the Department's website.
- Consultants shall normally not to be appointed as heads of Divisions.
- Retired Government officials with relevant experience would also be eligible for selection as Consultants.

3. PERIOD OF ENGAGEMENT

3.1 The initial engagement for a person as Consultant would be for a period of 6 (six) months which may be further extended from time to time to a maximum of 5 years depending on the performance of the Consultant subject to requirement of the Department.

3.2 The initial term of appointment shall be decided on case to case basis depending upon the specific job in the timeframe for completion.

3.3 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 with the Department of C&PC.

3.4 The appointment of Consultants is of temporary (non-official) nature against the specific job.

3.5 The contract between the Department and a Consultant can be terminated at any time by either side by giving 15 days' notice without assigning any reason. The decision of the Secretary (C&PC) shall be the final in all respects.

4. AGE LIMIT

4.1 Normally, the maximum age limit for all categories of Consultants will be 65 years. Engagement/extension of tenure of a Consultant beyond 65 years could be considered with the approval of Secretary keeping in view his good health appropriate for the work and level of expertise and need of the Department. However, no Consultant shall be engaged or his tenure shall not be extended beyond 67 years.

5. JOB DESCRIPTION

5.1 Consultant (Technical)

5.1.1 Rendering advice on technical matters relating to growth of Chemicals & Petrochemicals covering examination of Industrial License approvals, 100% Export oriented cases, Proposal for foreign collaborations and FDI cases, trade related issues both a National & International levels, Concessional Rate of Customs Duty under Project Imports, Input-Output norms related to Chemicals and Petrochemicals Sectors, All policy issues on licensing and trade relating to Plastics Waste, Environment, Health and Safety.

5.1.2 Examination of issues relating to Preferential Trade Agreements / Free Trade Agreements with different countries. Work related to Good Laboratory Practices (GLP), R&D Recognition applications and visit to factories to carry out on the spot assessment on various problems, Inter Governmental deliberations with various countries for economic trade, scientific exchange, Joint Working Groups on technical cooperation with other countries and for promotion of foreign investment. Examination of Budget proposals covering Customs Duty aspects etc. for Chemicals & Petrochemicals Sectors, Issues relating to Molasses and Alcohol including Ethanol Blending programme etc. Assist Department in developing long term Perspective Plan for Chemicals and Petrochemicals. Identify constraints

for the growth. Knowledge and understanding of various sub sectors of the Chemicals and Petrochemicals Industry.

5.1.3 International Conventions such as Chemical Weapons Convention, Rotterdam Convention, Stockholm Convention, Montreal Protocol, Kyoto Protocol, issues of Responsible Care etc. Issues concerning EU legislation on REACH.

5.2 Consultant (Non-Technical / Official Language)

5.2.1 The Non-Technical Consultants shall be posted against the vacancies in Central Secretariat Service / Central Secretariat Stenographers Service / Central Secretariat Clerical Service / Central Secretariat Official Language Service. They are expected to deliver the work assigned to them from time to time which are otherwise carried out by regular officers of the above services.

5.3 Consultant (Economics / Statistics)

5.3.1 Formulation of Budget proposals for the consideration of Ministry of Finance, Economic Analysis of Statistical Data, Preparation/Analysis of Tables/ charts etc., Preparation of Economic Notes for policy making/decision making and any other work that may be assigned by the Department.

6. EDUCATIONAL QUALIFICATION AND EXPERIENCE

6.1 Consultant (Technical)

6.1.1 Educational Qualifications:-

(i) 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.

6.1.1 Experience

i) Retired / working officers at the level of Deputy Secretary to the Govt. of India and above 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;

or

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.

ii) Ten years' of experience in chemical or petrochemical sector.

6.1.2 Desirable

- (i) A good knowledge of Computer applications, MS- Office including Excel along with strong communication, analytical and presentations skills.

6.2 Consultant (Non-Technical) / Consultant (Official Language)

6.2.1 Educational Qualifications

Graduation in any discipline.

6.2.2 Experience

Retired officers at the level of Section Officer / Private Secretary or above under the Central government. A good knowledge of Computer applications, MS- Office including Excel is must.

6.3 Consultant (Economics) / Consultant (Statistics)

6.3.1 Educational Qualifications:- Master's Degree in Economics / Statistics from a recognized University or equivalent.

6.3.2 Experience

- i. Retired / working officers at the level of Deputy Director and above 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; or

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.

- ii. Five years' experience in Planning and Evaluation of schemes and projects.

6.3.3 Desirable: A good knowledge of Computer applications, MS- Office including Excel along with strong communication, analytical and presentations skills.

7. EMOLUMENTS

7.1 The Consultants shall be grouped in two categories namely, Grade I and Grade II.

7.2 The Consultants who retired from Government Service from Level 12 of the Pay Matrix (Deputy Secretary level) and Level 13 and Level 13A of the Pay Matrix (Director Level) and above shall be called Grade I Consultants. The consolidated remuneration for Grade I Consultants shall be Rs. 60,000/- per month provided the total monthly consolidated fee and the Basic Pension drawn by the consultant shall not exceed Last Pay Drawn by him. No other allowance shall be

admissible. Income Tax or any other tax liable shall be deducted as per the prevailing rules at source before effecting the payment.

7.3 The Consultants who retired from Government Service from Level 10 of the Pay Matrix (Section Officer level) and Level 11 of the Pay Matrix (Under Secretary Level) shall be called Grade II Consultants. The consolidated remuneration for Grade II Consultants shall be Rs. 40,000/- per month provided the total monthly consolidated fee and the Basic Pension drawn by the consultant shall not exceed Last Pay Drawn by him. No other allowance shall be admissible. Income Tax or any other tax liable shall be deducted as per the prevailing rules at source before effecting the payment.

7.4 In respect of persons appointed as consultants who are not retired government employees, the monthly remuneration can be decided on case to case basis in consultation with IFD and approval of Secretary(C&PC).

8. PROCEDURE

8.1 The Department shall not resort to engagement of consultant on nomination basis. The vacant slots for consultants shall be advertised/circulated and a fair and transparent manner shall be adopted in the selection process. A Committee of three officers at the level of Joint Secretaries or above shall be constituted with the approval of Secretary (C&PC). The Committee shall recommend candidates for appointment as Consultants. The Competent Authority for appointment of Consultants shall be Secretary (C&PC) who will exercise such powers in consultation with IFD.

9. TA/DA

9.1 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. Retired Government servants, appointed as consultant, would be entitled as per his / her last entitlement drawn at the time of retirement.

10. LEAVE

10.1 Consultants shall be eligible for 8 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 8 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.

11. General Terms & Conditions

11.1 A Consultant may be hired on contractual basis against existing vacancies or for a specific work for a period of six months, which may be further extended from time to time to a maximum of 5 years depending on the performance of the Consultant subject to need of the Department. Thereafter, a fresh advertisement shall have to be made. Interested candidates shall apply in the prescribed format as in Annexure.

11.2 Consultants shall be hired through an open advertisement, which will give all the necessary details viz. qualifications and the job requirement followed by selection through a Selection Committee set up by the Department.

11.3 Selected candidates will be offered appointment letters to get the assignment. They would be required to join within prescribed period as indicated in the appointment letter.

11.4 Consultants shall perform the duties as assigned to him. 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.

11.5 Basic support like office space, furniture, stationery, computer, access to internet etc. will be provided by the Department so that assigned duties may be handled smoothly.

11.6 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.

11.7 Department will not be responsible if there is any mis happening/untoward incident etc. inside or outside the Department.

11.8 Consultants will not be granted any claim or right or preference for regular appointment to any post in the Government.

11.9 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.

11.10 Working hours shall normally be from 09:00 AM to 5:30PM during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to sit late and he may be called on Saturday/Sunday and other Gazetted Holidays.

11.11 Consultants shall be compulsorily required to enroll themselves in the Aadhar based Biometric Attendance System (BAS). Attendance registered by the staff in the BAS only shall be taken as proof of their attendance in the office and on the basis of which fees/remuneration will be paid.

11.12 The Department has the right to cancel advertisement, and not to proceed in the matter for engagement of consultant, at any stage accept or reject any or all applications, without giving any explanation, whatsoever.

12. RELAXATION

12.1 In exceptional cases of highly specialized requirements, Secretary (C&PC) may relax any or all the conditions enumerated above. Higher amount of monthly consolidated fee to Consultants can also be sanctioned with the approval of Secretary (C&PC) in consultation with IFD.

**APPLICATION FORMAT FOR APPOINTMENT AS CONSULTANT IN THE DEPARTMENT OF
CHEMICALS & PETROCHEMICALS.**

1.	Application for the Consultant Post of :				
2.	Name in full (Block letters)				
3.	PPO No. (Enclose copy)				
4.	Date of Birth				
5.	Date of superannuation from Govt. service & Last post hold.				
6.	Whether Medically Fit ?		Yes / No		
7.	Office address at the time of retirement.				
8.	Mailing Address				
9.	Permanent Address				
10.	Email Address				
11.	Telephone/Mobile No.				
12.	Education Qualification (copy(s) of relevant degree course):				
13.	Course	Subject	University/ Institute	Year of Passing	Division/Class
14.	Work Experience				
	Organization/ Institute/Post Held.	Period		PB/GP (pre- revise)/Pay matrix.	Nature of Work /Area of Experience.
		From	To		
15.	Reference		1. 2.		

I, hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the terms and conditions for engagement as Consultant.

Signature: _____

Place: _____