

No. A-59011/56/2023-ESTT.-CPC
Government of India
Ministry of Chemicals & Fertilizers
Department of Chemicals and Petrochemicals

Shastri Bhawan, New Delhi

Dated: 7th June, 2024

OFFICE MEMORANDUM

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

The undersigned is directed to say that guidelines for hiring of consultant/ Young Professionals on contract basis in the Department of Chemicals and Petrochemicals, Ministry of Chemicals & Fertilizers has been revised with the approval of Competent Authority with the purpose to bring uniformity and transparency in such engagements.

2. A set of these guidelines is enclosed for information.



(Manju Singh)

Under Secretary to the Government of India

Tel. No. 23386013

To

1. PSO to Secretary (C&PC)
2. Sr. PPS to JS &FA, M/o C&F
3. Pay & Accounts Officer, D/o C&PC
4. DDO, D/o C&PC
5. Tech. Director, NIC with a request to upload the guidelines on the Department's website

No. A-59011/56/2023-ESTT.-CPC
Government of India
Ministry of Chemicals & Fertilizers
Department of Chemicals and Petrochemicals

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

The scheme of engagement of Consultants in the Department of Chemicals and Petrochemicals was finalized with respect to Department of Expenditure has, vide O.M. No. 3-25/2020-E.IIIA dated 09.12.2020 issued instructions regarding regulation of Remuneration in case of Contract Appointment of Retired Central Government Employees, and circulated vide this Department's O.M No. A-41011/2/2018-Estt.-CPC dated 12.01.2024. Accordingly, the ibid guidelines of the Department have been reviewed and revised as under:-

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 organizations 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 as well as individual having basic qualification as mentioned in these Guidelines.

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 the 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.

1.4.3 **MEDIA:**

The work include creation of content such as editorials, articles, publications, preparation of infographics, short video clips etc and publication on various social media platforms of the Department such as website, youtube, Facebook, X and others if any.

2. RULE POSITION FOR APPOINTMENT OF CONSULTANTS/ YOUNG PROFESSIONAL

2.1 The Guidelines for engagement of Consultants/ Young Professional 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 for its completion.
- Guidelines for Engagement of Consultant may be resorted to in situations requiring high quality services for which the concerned Ministry/ Department does not have requisite expertise.
- The Ministries/Departments should prepare in simple and concise language the requirement, objectives and the scope of the assignment.
- The eligibility and prequalification criteria to be met by the consultants should also be clearly identified.
- GFRs, 2017 also define 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 Departments.
- 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 term of appointment for ex Govt, employees shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation.

3.2 The initial terms of appointment of Consultants other than the retired Govt, servants shall be decided on case to case basis depending upon the specific job in the time frame 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 final in all respects.

4. AGE LIMIT

4.1 The maximum age limit for all the category of consultants will be 65 years. Any relaxation in this regard will be required to be referred to Department of Expenditure.

4.2 The maximum age limit for Young Professional will be 35 year as on the date of publication of advertisement.

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 at 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)

5.2.1 The Non-Technical Consultants shall normally be engaged 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.

5.2.2 However, based on workload to be specified and clinching justification for additional manpower, non-Technical Consultant may also be engaged even without existing vacancy.

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.

5.4 Consultant (Media)

5.4.1 Creation and publication of content on various social media platform of Department of Chemicals and Petrochemicals (including editorials & articles), preparation of infographics, and short videos for social media etc. Analyze social media conversations and provide social media feedback to elevate the reach of social media platforms of Department of Chemicals and Petrochemicals to citizens. Prepare social media reports in various formats as required. Manage Social Media Platforms content (including editorials & articles) pertaining to the Department. Managing Online Response. Monitoring Trends: stay updated on industry trends and incorporate relevant topics into the social media strategy. Prepare detailed reports showcasing the Department's social media performance. Must be versatile in using the Internet, MS Word, Excel, Graphic Designing.

5.5 YOUNG PROFESSIONAL (Chemical/ Petrochemicals)

5.5.1 Assisting the technical matters such as Quality Control Order, Project Import/ Export, Technical Regulations, Free Trade Agreement, Environment Impact, Assessment, Production Linked Incentives Scheme, Industrial Cluster, International Chemical Conventions, Narcotics and Dyes related matters etc. in Chemical / Petrochemical Sector.

5.6 YOUNG PROFESSIONAL (Cyber Security)

5.6.1. To implement cyber security guidelines related to the endpoint security. Functional implementation, Operation and Maintenance of firewalls and various forms of the endpoint security on around 150 endpoints.



5.7. YOUNG PROFESSIONAL (Finance Division)

5.7.1. Preparation of Budget, RE meeting related work, Supplementary Demands for Grants, Re-appropriations, matters, UBIS, Surrender of savings, Laying of Detailed Demands for Grants & Output Outcome Monitoring Framework in Parliament, Standing Committee for Department, proposal from different Divisions for financial concurrence.

6. EDUCATIONAL QUALIFICATION AND EXPERIENCE

6.1 Consultant (Technical)

6.1.1 Educational 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/MBA/LL.B/CA from reputed Institutes.

6.1.2 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;
- iii. Years of experience in chemical or petrochemical sector will be fixed on case to case basis depending on the nature of job being assigned before advertising the post(s).

6.1.3 Desirable

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

6.2 **Consultant (Non-Technical)**

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/ Asstt. Director (OL)/Senior Hindi Translator under the Central government. A good knowledge of functioning of Central Government Ministries/Department, E-Office, Computer applications, MS- Office including Excel is must.

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 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 a reputed private company;

6.3 **Consultant (Economics) / Consultant (Statistics)**

6.3.1 **Educational Qualifications:-** Master's Degree in Economics I 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

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

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

6.4 **Consultant (Media)**

6.4.1 Essential qualification: Graduation in Mass communications

6.4.2 Desirable: PG Diploma in Mass Communications

6.4.3 Experience: At least 3 years' experience



6.5 Young Professional (Chemical/ Petrochemicals)

6.5.1 **Essential Qualifications:** M. Sc. in Chemistry from any recognized University or B. Tech in Chemical Engineering /Technology.

6.5.2 **Desirable Qualifications:** Ph.D in Chemistry or M.Tech in Chemical Engineering/ Technology from any reputed institution.

6.5.3 **Essential Work Experience:** 2 years' experience in technical matters with good knowledge of computers.

6.6. YOUNG PROFESSIONAL (Cyber Security)

6.6.1 **Essential Qualifications:** Bachelor's Degree in Network engineering/ computer engineering / computer science/ Electronics and communications/ Information Technology.

6.6.2 **Desirable Qualifications:** Certificate Course in Cyber/Network Security.

6.6.3 **Essential Work Experience:** 2 years' experience in Network /cyber security-related duties such as incident detection and response, configuration and forensics, Experience with the functionality, operation and maintenance of firewalls and various forms of endpoint security.

6.7. YOUNG PROFESSIONAL (Finance Division)

6.7.1. **Essential Qualifications:** Graduation in any subject MBA (Finance)/ Charter Accountant/ Company Secretary / ICWA.

6.7.2 **Desirable Qualifications:** Knowledge of computer and one year experience for doing work in excel.

6.7.3 **Essential Work Experience:** Minimum 2 years relevant post qualification experience with good knowledge of Excel.

7. EMOLUMENTS

7.1 Remuneration of retired Government servants appointed as Consultants will be regulated in terms of the provision of OM No 3-25/2020-E.IIIA dated 09.12.2020 issued by Department of Expenditure as may be amended from time to time

7.2 In case of retirees from PSUs that are following pension scheme that is dissimilar to the Central Government, the remuneration of a consultant engaged for Technical works and non- technical works shall be restricted to the entry pay of pay level 13 and 11 i.e. a maximum of Rs 67,700/- and Rs 44,900/- respectively and shall be regulated with reference to pension drawn by them. However, the remuneration in case of this category of consultants shall be decided prior to advertising the hiring. The amount so fixed will be a consolidated figure hence, no additional allowance will be admissible.

7.3 Consultants other than retirees from Govt service/PSUs will be paid a consolidated remuneration which will be fixed on case to case basis prior to Advertisement of engagement duly taking into account various parameters such as the job profile,

academic qualification, nature and length of experience etc. Except for TA/DA on official tour, no other benefit over and above the consolidated remuneration will be admissible to them.

7.4 Remuneration for Young Professionals: Rs.60,000/-consolidated per month (all inclusive). No other facility such as D.A., accommodation, residential phone, conveyance, transport, foreign travel, personal staff, LTC, medical reimbursement, CGHS etc. will be admissible.

8. **PROCEDURE**

8.1 A Committee of three officers headed 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/ YPs. 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 For Retd. Govt, servants: An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. No Dearness Allowance shall be admissible on the Transport Allowance. No staff car facility shall be allowed to any of these categories of consultants not even in lieu of the Transport Allowance as prescribed above. However, they may be allowed TA/DA on official tours, as per their entitlement at the time of retirement.

9.2 Since the remuneration of Consultants other than retired Govt, servants are fixed in a consolidated basis, no Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed. However, they may be allowed TA/DA on official tour, and their entitlement may be fixed by JS Administration.

10. **Leave**

10.1 Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

11. **General Terms & Conditions**

11.1 A Consultant may be hired on contractual basis against existing vacancies or for a specific work for an initial period not exceeding one year, which may be further extended by another year. Beyond two years after the age of superannuation where the adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation. Any relaxation in this regard will be required to be referred to Department of Expenditure.

1.2 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. A copy of the format of application is given at Annexure.

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 them. 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 at their work places 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 mishappening /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.

11.9 If any declaration given or information furnished by any Consultant proves to be false or if he/she is found to have wilfully 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 without any extra remuneration.

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 consultant shall sign an agreement of confidentiality with the Govt, of India containing a clause on ethics and integrity.

11.13 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.

11.14 Any relaxation contained in this guideline pertaining to the provision of OM dated 09.12.2020 will require to be referred to Deptt. of Expenditure. In case of provisions other than the above, Secretary. DCPC will continue to be the competent authority to relax any of these provisions.

11.15 This guideline will stand modified as per the amendments and orders issued from time to time by Nodal departments such as DoPT and Deptt of Expenditure.

