

No. A-41011/1/2020-Estt.-CPC  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Chemicals and Petrochemicals

Shastri Bhawan, New Delhi  
Dated the 7<sup>th</sup> August, 2020.

**VACANCY CIRCULAR**

**Sub: Engagement of Consultants/Young Professional on contract basis for Investment Promotion/Project Development/ Chemical Disaster & Accident Management Cells and Economic Division in the Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers**

It is proposed to engage the following Consultants/Young Professional for Investment Promotion/ Project Development Cell/ Chemicals Disaster & Accident Management Cell and the Economic Division of the Department on contract basis in the Department of Chemicals and Petrochemicals to attend to specific types of work:-

<b>S No</b>	<b>Designation and number of post</b>	<b>Job role</b>	<b>Remuneration ( Rs. per month)</b>	<b>Scope of Work/ Essential Qualification and Work Experiences</b>
1	2.	3.	4.	5.
1	Senior Consultant One	Head – Project Development Cell	2 lakh	Annexure – I & VII
2	Middle Level Consultants Three	Chemical & Petrochemical Industry Consultant Investment Promotion Consultant Head-Chemical Disaster & Accident Management Cell	1.4 Lakh 1.4 Lakh 1.4 Lakh	Annexure - II& VII Annexure – III & VII Annexure – IV & VII
3	Consultant Five	Investment Promotion (3) Chemical Disaster (2)	85000/- 85000/-	Annexure – V & VII
4	Young Professional	Working in the Economic Division	60000/-	Annexure – VI & VII

**General Conditions of Service for all appointees:**

2. **Age Limit:** Normally, the maximum age limit for all categories of Consultants will be 55 years. Engagement/extension of tenure of a Consultant beyond 55 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 60 years.

3. **Tenure and Nature of engagement:** Initially for 3 years extendable upto a maximum of 5 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.

4. **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.

5. **Attendance:** Shall be compulsorily required to enroll 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.

6. **Leave:** 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.

7. **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.

8. **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.

9. **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.

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

11. **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.

12. **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.

13. **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 a notice of one month. The decision of the Department of Chemicals and Petrochemicals shall be final in all respects.

14. Interested candidates may submit their application in the Google link **given** **here** ([https://docs.google.com/forms/d/e/1FAIpQLSc3thEb7VejLtxLKgcoGoBq\\_ACWKjslUq8yH7\\_pTOSw2xinIg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSc3thEb7VejLtxLKgcoGoBq_ACWKjslUq8yH7_pTOSw2xinIg/viewform?usp=sf_link)) and also send a pdf copy of the same along with all supporting documents duly self-attested to [satender.p@nic.in](mailto:satender.p@nic.in) within 21 days from publication of this vacancy in the Employment News

(Satender Prasad)  
Under Secretary to the Govt. of India  
Room No. 434, 'C' Wing, 4<sup>th</sup> Floor,  
Shastri Bhawan, Dr. R.P. Road,  
New Delhi – 11000.  
Tele: 23386013  
Email ID: [satender.p@nic.in](mailto:satender.p@nic.in)

To

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

## PROFORMA

**Engagement of Consultants/Young Professional on contract basis for Investment Promotion/Project Development/ Chemical Disaster & Accident Management Cells and Economic Division in the Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers**

SELF ATTESTED PHOTO

1.	Application applying for :	
2.	Name in full (Block Letters).	
3.	Date of Birth/ Age.	
4.	Whether Medically fit.	Yes / No
5.	Address for correspondence	
6.	Permanent Address	
7.	Mobile No.	
8.	E-mail address	
9.	Telephone No.(Land Line)	

10. Academic Qualification – as per annexure - VII

11. Work Experience – as per annexure - VII

12. List of relevant technical and academic publication (if any).

13. A short note on your suitability for the post.

14. Any other information, the candidate desires or state

Note: Self attested documents in support of claims shall be attached.

Date:  
Place :

(Signature of the Applicant)

## **ANNEXURE – I: SENIOR CONSULTANT (1)**

### **[Head - Project Development Cell]**

**Scope of Work:** To coordinate all the activities of the Investment Promotion Cell and shall be responsible to the Joint Secretary heading the Investment Promotion activities in the Department. He will identify potential chemical and petrochemical projects of national importance to transform India into a global chemicals hub, develop pre-feasibility reports for such projects, prepare pipeline of bankable projects, present/ market them before prospective investors, work closely with state governments and investors to ground them. He shall be responsible to the concerned Joint Secretary and will be supported by suitable middle level consultants.

**Essential Qualifications:** A graduate preferably in chemicals and / or petrochemicals engineering and a post graduate with MBA from reputed institutions. He should have multi-disciplinary expertise covering deep understanding of the chemicals industry, growth potentials, global investment climate, etc.

**Essential Work Experience:** He must have at least 7 years' experience of working in similar capacity in related industry or consulting firms of repute in the areas of investment promotion, project development, techno-economic prefeasibility, financial closure, etc.

## **ANNEXURE –II: MIDDLE LEVEL CONSULTANT (03)**

### **[CHEMICAL & PETROCHEMICAL INDUSTRY CONSULTANT (1)]**

**Scope of Work:** To identify potential products that may be manufactured in various investment regions in India, to meet the domestic demand as well as cater to exports demand. He shall study the present status, future outlook and growth potential of various sub sectors like organic and inorganic chemicals, polymers, alkalies, pesticides, pharmaceuticals, dyes, speciality chemicals etc. and identify the potential products in which investments need to be made. For every product, broad planning and sourcing of raw materials / feedstocks, technology suppliers, required utilities and infrastructure will be worked out. He may be required to prepare detailed project reports for many chemical products if the situation demands. Depending on strategic advantages of various regions, he may choose the most viable projects and prepare a shelf of investible projects for different investment regions. He shall be responsible to the Head - Project Development Cell.

**Essential Qualifications:** An engineering graduate preferably in chemicals and / or petrochemicals engineering and a post graduate in engineering or MBA from reputed institutions.

**Essential Work Experience:** He must have at least 4 years' experience of working in chemicals and petrochemicals industry in the areas of project development, project management and execution, techno-economic prefeasibility, financial closure etc.

### **ANNEXURE – III: [INVESTMENT PROMOTION CONSULTANT (1)]**

**Scope of Work:** Work in close coordination with chemicals and petrochemicals industry consultant and the state governments during development of shelf of projects for products as well as infrastructure and shall strive to attract investors for grounding these projects.

**Essential Qualifications:** A graduate preferably in chemicals and / or petrochemicals engineering and a post graduate with MBA from reputed institutions.

**Essential Work Experience:** He must have at least 4 years' experience of working in the areas of investment promotion, project evaluation and financing, venture capital investments, financial consulting, financial closure etc. preferably in chemicals and petrochemicals industry.

### **ANNEXURE – IV: [HEAD-CHEMICAL DISASTER & ACCIDENT MANAGEMENT CELL (1)]**

**Scope of Work:** He should support the industry in ensuring accident preparedness, coordinate with various regulators and chemical industrial clusters for obtaining information from the units where accidents have taken place. He should be heading the control room in the Department for handling all emergencies and accidents in the chemicals and petrochemicals industry.

**Essential Qualifications:** A graduate in chemicals and / or petrochemicals engineering and a post graduate preferably in industrial safety, chemical accident preparedness and management, environment management, etc.

**Essential Work Experience:** He must have at least 6 years' experience of working in the areas of factory safety, hazard and risk management, etc. preferably in chemicals and petrochemicals industry. He should be aware of the Government Acts/ Rules/ Regulations/ Orders especially with reference to safety of chemical plants, accident preparedness, post-accident remediation and relief measures etc.

### **ANNEXURE –V: CONSULTANT (05)**

#### **[CONSULTANT - INVESTMENT PROMOTION (3);**

#### **CONSULTANT – CHEMICAL DISASTER (2)]**

**Scope of Work:** Consulting assistants would be required to assist the above consultants.

**Essential Qualifications:** Graduate in chemicals and / or petrochemicals engineering and preferably a post graduate in engineering.

**Essential Work Experience:** He must have at least 1 years' experience of working preferably in chemicals and petrochemicals industry or related field.

## ANNEXURE – VI: YOUNG PROFESSIONAL (1)

**Scope of Work:** Statement of objective - Assisting the officers of the Economic Division of the Deptt. of Chemicals and Petrochemicals.

**Outline of task to be carried out:-** (a) Coordinate & Collect information from various national and international agencies conducting economic surveys and forecasting the trend. (b) Collect weekly data on various key indicators like crude price, forex rate, general price level in India, chemical prices in SEA markets, Europe, USA etc. (c) Analyze the macroeconomic status of Indian economy and its implication on the chemicals and petrochemicals industry and recommend policy prescriptions for the department & assist in preparation of Economic Reports. (d) To examine & prepare briefs on various reports received by the Department.

**Essential Qualifications:** Master Degree in Economics.

**Desirable Qualifications:** M.Phil or additional qualification; specialization in Finance/statistics.

**Essential Work Experience:** Minimum one year work experience.

**Desirable Experiences:** Experience in Government Sector, including PSUs, or Public Limited Companies; Work experience in Chemicals & Petrochemicals sector; Good working knowledge of technology based skills on computer, statistical software, ability to work on ICT Applications; Strong communication and interpersonal skills.

## ANNEXURE-VII

### Proforma for Qualification and Work Experience

1. Name: \_\_\_\_\_

Educational Qualification (starting from the highest to graduation)

Sl no	Degree/Diploma	Main Subjects	Name of Institution	Marks/GPA

Work Experience (starting from the latest)

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

