

No. A-41011/3/2024-ESTT.-CPC
Government of India
Ministry of Chemicals & Fertilizers
Department of Chemicals and Petrochemicals

Shastri Bhawan, New Delhi
Dated: 24th February, 2025

VACANCY CIRCULAR

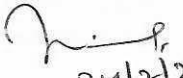
Subject: Engagement of Technical Consultant on contract basis in the Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers-reg.

It is proposed to engage 03 Technical Consultants on contract basis in the Department of Chemicals and Petrochemicals to attend to specific types of work: -

S No	Designation and number of Post	Scope of work	Essential Qualification and Work Experiences
1	2	3	4
1.	Technical Consultant (Three)	As at Annexure- I	As at Annexure - II

General Conditions of Service for all appointees:

2. **Age Limit:** Not more than 56 years as on date of publication of the Advertisement in the Employment News.
3. **Tenure and Nature of engagement:** The engagement shall be initially for a period of two years. The appointment of consultants is of temporary (non-official) nature and would be on a 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. **Remuneration:** Rs. 1,40,000/- at a consolidated fee per month (all inclusive). Except for TA/DA on the official tour, no other facility such as D. A., accommodation, residential phone, conveyance, transport, foreign travel, personal staff, LTC, medical reimbursement, CGHS, etc. will be admissible.
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 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.


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7. **Leave:** Consultant 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 Department 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. **Travelling Allowance/Daily Allowance:** No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of Consultants for official purposes 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 the 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:** Consultant 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 a regular basis.

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

12. **No Preference for Regular Appointments:** Consultant 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.

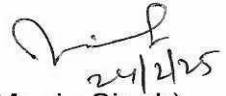
14. **Termination of Services:** The services of a consultant may be terminated at any time by the Government without assigning any reason or by the consultant by giving advance notice of three months. The decision of the Department of Chemicals and Petrochemicals shall be final in all respects.

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 a written test, group discussion, interview including combination of any of these.

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16. In respect of items not covered here, the Departmental guideline for engagement of Consultants (Technical) will apply.

17. Interested candidates may forward their applications to this Department in **the enclosed format with all supporting documents duly self-attested** within 30 days from the date of publication of the advertisement in the Employment News.



(Manju Singh)

Under Secretary to the Govt. of India

Tele: 23386013

To

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

Technical Consultant (3)- for Chemical/ Petrochemicals Division

ANNEXURE – I: 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

ANNEXURE – II: Qualifications and Experience

Essential Qualifications: Post Graduate in any branch of Chemistry from a recognized university or Institution/ from reputed Institutes.

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

Essential Work Experience: 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 5 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.

ANNEXURE-II

Application form Engagement of Technical Consultant on contract basis in the Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Shastri Bhawan, New Delhi-110001

1.	Application for the post of	Technical Consultant
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.	

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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:

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