

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

भारत सरकार
रसायन एवं उर्वरक मंत्रालय
रसायन एवं पेट्रो रसायन विभाग

कर्तव्य भवन 02, नई दिल्ली
दिनांक : 27 मई, 2026

VACANCY CIRCULAR

Subject: Engagement of Consultant on contract basis for Investment Promotion Cell in the Department of Chemicals and Petrochemicals – reg.

It is proposed to engage one Consultant for Investment Promotion Cell of the Department on contract basis in the Department of Chemicals and Petrochemicals to attend the specific types of work, as per the details:-

(a) The Consultant selected from non-government person, shall be engaged on consolidated remuneration of Rs 1.4 lakh per month. Remuneration of retired Government servants appointed as Consultant will be regulated in terms of the provision of OM No 3-25/2020-E.IIA dated 09.12.2020 issued by Department of Expenditure as may be amended from time to time.

(b) The scope of work, essential qualifications and essential work experience for the said position are enclosed at Annexure – I.

(b) The proforma for furnishing qualification and work experience is enclosed at Annexure- II.

General Conditions of Service for all appointees

2. **Age Limit:** Not more than 62 years as on date of publication of Advertisement. 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.

3. **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.

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 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.

6. **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 unavailed 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 advance notice of one month. The decision of the Department of Chemicals and Petrochemicals shall be final in all respects.

14. **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.

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



(Ganesh Singh)

Deputy Secretary to the Govt. of India

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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: MIDDLE LEVEL CONSULTANT
[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:

- 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-II**Proforma for Qualification and Work Experience**

1. Name: _____

Educational Qualification (starting from the highest to graduation)

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

Work Experience (starting from the latest)

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

Singer