

No.24/1/2010-Admn.I  
Government of India  
Ministry of New and Renewable Energy

Block No. 14, CGO Complex,  
Lodi Road, New Delhi – 110 003  
Dated : 21<sup>st</sup> July 2010

Applications are invited for the post of 5(five) Consultants on contract basis on consolidated monthly fee ranging between Rs.25,000 to Rs.35,000/- pm plus Rs.2500/- as Local Conveyance.

The essential requirements for the job are:-

- Preparation of reports and background notes on various subjects relating to the plan schemes of the Ministry.
- Processing and coordinating matters relating to Parliament and its committees,
- Processing relevant documents and follow up of procedures for deputations abroad, MoUs with various countries, facilitating bilateral and multilateral activities and other International cooperation activities.
- Examination and processing of files to enable financial concurrence, coordinating replies to to audit paras , Monitoring of expenditure status etc. Timely clearance of numerous financial proposals of various Divisions relating to Grants-in-aid/subsidies to State Governments, State Nodal Agencies, Non-Govt. Organizations and R&D Units etc. particularly during the months from December to March of this financial year.
- Monitoring proper utilization of funds as well as spending of money as per plan/scheme
- Processing of SFC/ EFC proposals .
- Preparation of correspondences, notes, agenda papers, minutes of meetings of relevant matters.
- Creation of data base for review /monitoring of schemes.
- Assist Senior Officials in various works.

**Essential Qualifications :**

Officer(s) retired from Central/State Government/Autonomous Bodies from the post of Under Secretary/Section Officer in the pay scale of Rs. 10,000-15600, Rs.8000- 13500/- Rs.6,500- 10500 (pre-revised) respectively and having at least 5 years experience in the field of Establishment/Administration or General Administration or International Cooperation or Integrated Finance or Policy and Planning or implementation of projects Infrastructures etc.

**Desirable :**

Good Academic Record,  
Strong Communication skills, both oral and written  
Analytical and presentation skills with ability to generate a well researched and written report

Experience in collection, compilation and analysis of statistical data, computer skills and preparation of Project reports / Reviews / Notes / Briefs / Power Point Presentation etc.

**Duration:**

Candidates selected will be appointed on contract basis for an initial period of one year. This term can be extended upto maximum of 5 years depending on the performance of the candidate / need of the Ministry. However, the maximum duration of the contract will not be extended beyond five years.

**Fee:**

For Retd. Govt. Servants : The amount of fee in the case of retired Government officials appointed as Consultants in any of the two categories shall be decided in such a way that the fee plus pension drawn by them shall not exceed the last pay drawn including HRA. However, they will continue to draw pension and the dearness relief on pension during the period of their engagement as Consultant.

Interested candidates may send their CV in the enclosed format appearing in Annexure I in sealed cover superscribed "Section Consultant – July, 2010" to the following address. Applications from the eligible candidates should reach by 13.00 hrs on 30<sup>th</sup> July, 2010 in the Ministry.

SO/US who are retiring till September, 2010 will also apply for the post.

Shri Suresh Kumar  
Under Secretary to the Govt. of India  
Room No. 115, 1<sup>st</sup> Floor, Block No. 14,  
CGO Complex,  
Lodi Road, New Delhi 110 003  
**Phone: 011-24362369**  
**FAX:24361830**

To

All Ministry / Departments of Government of India - They are requested to give wide publicity to this circular amongst all the retired Section Officers / Under Secretaries.

**Copy to:**

NIC Cell, MNRE for uploading the Circular, Application Format, terms and conditions on the website of the Ministry. Soft copy of the notice is also sent herewith.

**Suresh Kumar**  
**Under Secretary(Admn.I)**  
**Phone: 011-24362369**  
**FAX:24361830**

TERMS AND CONDITIONS

Consultants would be engaged for a fixed period for providing high quality services to MNRE or for attending to specific and time bound jobs like preparation of project reports, etc.

Professionals with requisite qualifications and experience as prescribed would be hired as Consultants. Retired Government employees with relevant experience would also be eligible for selection as Consultants.

The maximum continuous engagement for a person as Consultant would be for five years.

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 MNRE.

The appointment of Consultants is of a temporary (non official) nature and the appointment can be cancelled at any time by the Ministry without assigning any reason. The term Consultants would mean Consultants in any of the categories mentioned in para 2.

A retired Government official appointed as Consultant shall continue to draw pension and the dearness relief on pension during the period of his engagement as Consultant. His / her engagement as Consultant shall not be considered as a case of re-employment.

The Consultant shall not be entitled to any allowance such as Dearness allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc.

Consultant 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 7 days in a year (calculated on a pro-rata basis). Also un-availed leave in a calendar year can not 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.

No TA /DA shall be admissible for joining the assignment or on its completion. Consultant will not be allowed foreign travel at Government expenses. However, Consultant shall be allowed TA / DA for their travel inside the country in connection with the official work as follows.

TA / DA (on Tour) Entitlement:-

TA – Reimbursement of Second AC train fare.

The Consultant shall have access to the Library during the period of their engagement and shall be allowed to borrow books as per the Library Rules.

All the identified jobs for Consultants shall be performed by persons qualified and skilled in performing such jobs.

Office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging / equipment or vehicles of the personnel.

The consultant shall not indulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, and administrative / organizational matters as all are of confidential / secret nature.

The consultant shall not claim any benefit / compensation / absorption / regularization of service with office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.

The personnel may be called on Saturday, Sunday and other gazette holidays, if required.

The dispute, if any, shall be settled by sole arbitrator appointed by MNRE.

**Annexure I**

Application format for appointment as Consultant in the Ministry of New and Renewable Energy

1. Name
2. Father's Name
3. Date of Birth
4. Domicile
5. Nationality
6. Mailing address (with Tel / Mob. No. and E-mail address)
7. Permanent residential address
8. Educational Qualification

S.No.	Course	Subject	University / Institute	Year of Passing	Division / Class

9. Work Experience

S.No.	Organization / Institute with full address	Period from	Period to	Nature of Work performed	Remarks

10. Reference if any

Signature

