

F. No.BT/ 10/2017-IFD
Government of India
Ministry of Science & Technology
Department of Bio-Technology

Room No. 611, 6th Floor,
Block -2, CGO Complex, New Delhi-110003
Dated 22.11.2017

ENGAGEMENT OF CONSULTANT ON CONTRACT BASIS

The Department of Bio-Technology, Ministry of Science & Technology invites applications from willing and eligible individuals for engagement of one Consultant having at least 5 years of experience in Audit matters and Finance of Central Government Departments on CONTRACT BASIS in this Department for period of 12 months. Preference will be given to retired Central Govt. Employees having experience in the relevant field.

2. No other compensation apart from consolidated fee/ remuneration will be admissible.
3. The details including eligibility criteria, Terms of Reference etc. are enclosed. The Department of Biotechnology, Ministry of Science & Technology reserves the right to accept or reject in part or in full or all the responses received from applicants without assigning any reasons whatsoever. Terms and Conditions of the engagement are mentioned in Annexure-I.
4. The last date for receipt of application in the prescribed format is 08.12.2017 upto 1.00 PM. Applications received after due date/ time and without supporting documents will not be considered.
5. Selection of the Consultant shall be made by a duly constituted Selection Committee by process of interview and interaction. The Date of interview shall be notified subsequently. The decision of the Selection Committee shall be final.
6. The same may also be sent by e-mail vinay.kumar.dord@nic.in .

(Vinay Kumar)
Under Secretary to the Govt. of India
Tel. 011-02436 9888
E-mail: vinay.kumar.dord@nic.in .

Terms and Conditions

1. Eligibility

- 1.1 Persons retired from the post of section Officer/ Under Secretary or equivalent having good experience of Audit and Finance Matters are eligible for the position of Consultant.
- 1.2 Should have good communication and interpersonal skills, fair knowledge of computer applications such as MS word, MS Excel and Power Point etc.
- 1.3 Should have expertise in noting/ drafting, budget/ accounts, officer procedure, etc.
- 1.4 Should have good experience of Audit and Finance of Government Departments
- 1.5 Persons retired from Indian Audit and Accounts services or similar background will be given preference

2. Age Limit:

- 2.1 Should not be more than 62 year of age on the last date for receipt of application.

3. Remuneration:

- 3.1 The monthly consolidated remuneration of Consultant will be fixed at the level of Last Pay Drawn by the person at the time of superannuation **MINUS** pension per month in case of retired Govt. employee and in case of others it will be Rs.40,000/- per month.
- 3.2 For retired Government servants, the remuneration + pension shall in any case not exceed Last Pay Drawn by the Consultant on the date of his superannuation from Govt. Department.
- 3.3 The Consultant shall not be entitled to any allowance such as DA, transport facility, residential accommodation, CGHS/Medical Facility, Medical reimbursement etc.

4. Engagement:

- 4.1 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry/ organization.
- 4.2 The Consultant will be appointed initially for a period of 6 months. His/ her services can be continued further subject to assessment of his/ her performance at the end of the tenure of 6 months by a duly constituted committee for the entire duration of 12 months contract period.

5. Scope of Work/Job Responsibility:

5.1 To deal with Audit Matters, PAC Para, C&AG Audit Para and Internal Audit, reconcile all the outstanding Inspection Reports/ Paras with Programme Divisions, DBT Establishment & Administration, Biotech Parks and Autonomous Institutions of Department of Biotechnology, peruse the replies and vet the same before sending to Audit, organise Standing Audit Committee Meeting to settle the paras, pursue and monitor. Help CVO, DBT in assessing Vigilance angle in Audit Reports. Any other matter which may be deemed fit by the Competent Authority.

6. Working Hours :

6.1 The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work. He/ she will be required to put in min 42 hours per week.

6.2 Biometric Attendance based on AEBAS shall be compulsory.

6.3 He will be required to make his services be available on Holidays/ weekends as and when called upon to do so in exigencies for which no additional remuneration shall be paid. However, he can avail compensatory off on subsequent working days during next 2 (Two) months.

7. Leave:

7.1 The Consultant shall be entitled to avail 8 days of Leave in a calendar year which he can avail at his convenience.

7.2 The un-availed leave in a calendar year cannot be carried forward to next calendar year.

8.0 The engagement as Consultant in case of a retired Government Servant shall not be considered as a case of re-employment.

9. Tax Deduction at Source:

9.1 The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them.

10. Confidentiality of data and documents:

10.1 The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Ministry/Organization shall remain with the Ministry.

10.2 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for Ministry without the express written consent of Ministry.

10.3 The Consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by the Ministry.

10.4 The Consultant would be required to sign a non-disclosure undertaking as per ANNEXURE – III.

11. Conflict of interest:

11.1 The Consultant shall in no case represent or give any opinion or advice to others in any matter which is adverse to the interest of the Ministry nor will he indulge in any activity outside the terms of the contractual assignment.

11.2 The Consultant shall not claim any benefit/compensation/absorption/regularization of service with this Ministry.

12. Termination of Agreement:

12.1 The Ministry may terminate the contract to which these terms apply, if:-

- (i) The Consultant is unable to address the assignment work.
- (ii) Quality of the assignment work is not to the satisfaction of the Controlling Officer/Competent Authority in the Ministry.
- (iii) The Consultant is found lacking in honesty, integrity, in the event of incidence in violating moral turpitude, or acts which are not in conformity with the CSS(Conduct) Rules, 1964 applicable to the Central Govt. Employee.
- (iv) The Competent Authority in the Ministry may also terminate the contract at any time without giving any notice and also without assignment any reason.
- (v) Upon mutual agreement with the Consultants for which the Consultant shall be required to give advance notice of 4 weeks.

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ANNEXURE-II

Application for engagement as Consultant on contract basis in Ministry of Science & Technology, Department of Biotechnology

Name	
Mothers/ Fathers/ Husband's Name	
Address for Correspondence	
Permanent address	
Contact No./Nos.	
Email ID	
Educations/Technical Qualification (S)	
Details of experience to be attached as "APPENDIX"	<u>Duly filled Performa "APPENDIX" is attached.</u>
Date of retirement and name of the office where the officer was last working .enclosed the copy of PPO.	
Any other relevant information (use a separate sheet, if necessary)	

The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure-I and they are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

Date:

Signature of the Applicant

NON-DISCLOSURE UNDERTAKING

To,
Joint Secretary (Admin),
Department of Biotechnology
Ministry of Science & Technology
CGO Complex, New Delhi

Sir,
I hereby undertake

To treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.

Not to sell, trade, publish or otherwise disclosed to any one manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.

Not to engage in any other employment/ occupation/ consultancy or any other activity during my engagement with Ministry of Science & Technology, Department of Biotechnology which would otherwise conflict with my obligation towards Ministry of Science & Technology, Department of Biotechnology.

To abide by data security policy and related guidelines issued by Ministry of Sciences & Technology, Department of Biotechnology.

2. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the Ministry of Science & Technology, Department of Biotechnology any record/material, equipment, documents or data which is of confidential nature.
3. I shall keep Ministry of Science & Technology, Department of Biotechnology informed of any change in my address or contact details during the period of my engagement.
4. I undersigned that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
5. For the purpose of this undertaking, Confidential Information means any information received from any source, whether in physical, electronic or in digital format.

Signature.....
Name:
Address.....
Dated.....
Personal Contact No.....