

File No.A-11011/01/2020-Estt
Government of India
Ministry of Science & Technology
Department of Biotechnology

Subject: Procedure & Guidelines for engagement of Consultants (Scientific) in Department of Biotechnology – Reg.

The engagement of Consultants (Scientific) in Department of Biotechnology shall be regulated as per the following procedure and guidelines:-

1. General conditions for engaging Consultants (Scientific)

1.1 Consultants (Scientific) will be engaged for a fixed period for providing high quality services on specific projects.

1.2 Professionals with requisite qualification and experience as prescribed in Para 5 in these guidelines, would be hired as Consultants. Retired Government employees with relevant grade and experience, as prescribed for them in Para 5, would also be eligible for selection as Consultants.

1.3 Consultants appointed would not be permitted to take up any other assignment during the period of Consultancy with DBT.

1.4 The appointment of Consultants is of a temporary nature and the DBT can cancel the appointment at any time without providing any reason for it.

2. Number of Consultants:

The total number of Consultants to be engaged by DBT shall be 03.

3. Age limit for the engagement of Consultant:

Normally the maximum age limit for engaging the consultant shall be 65 years and engagement beyond 65 years and upto 70 years could be with the approval of Secretary keeping in view his good health appropriate for the work and level of expertise.

4. Tenure of Appointment:

The contract of hiring of Consultant (Scientific) shall be only for 01 year. Fresh Contract will have to be signed for further continuation/extension. While considering continuation/extension, performance appraisal shall be invariably taken into consideration and fresh assessment of requirement beyond one year on the basis of scope of work.

The maximum continuous tenure of Consultant (Scientific) would be 03 years (1+1+1) (subject to performance and presence of the Consultant in the Division concerned being highly useful).

5. Qualifications and experience:

5.1 Consultants should be professionals having a Ph. D Degree in the relevant subject with minimum of fifteen years' post-qualification experience in the requisite field. The work experience requirement may be relaxed in exceptional cases in respect of the deserving candidates.

5.2 Retired Government employees with grade pay of Rs. 8900 (pre-revised) and above or Level 13A in the Pay Matrix, having experience of 5 years in the required domain field would also be eligible for the position.

5.3 Hiring criteria may be further defined for specific positions depending on the specific requirements and circumstances.

6. Procedure for selection

6.1 The selection of Consultants shall be made in accordance with the provisions contained in GFR 2017 Rule 178,180,181,185,195 and Chapter 7 — Selection of Individual Consultants (para 7.1 and para 7.2) of Manual of Policies and Procedure of Employment of Consultants.

6.2 The requirement of DBT will be advertised on the website of the Department as well as at least one national newspaper.

6.3 All the applications received in response to the vacancies advertised will be scrutinized and shortlisted by Screening Committee, in accordance with eligibility and other conditions prescribed by the Department and in the light of Consultancy Guidelines.

6.4 The composition of the Screening Committee will be as under:-

- | | | | |
|----|---|---|------------------|
| a) | JS (A) / Scientist (at the level of JS) | - | Chairman |
| b) | Two Scientists 'G' from DBT/AIs | - | Member |
| c) | Dy. Secretary (Estt.)/ US (Estt.) | - | Member Secretary |

6.4 Thereafter, shortlisted candidates will be called for interview by the Selection Committee consisting of the following:-

- | | | | |
|----|--------------------------------|---|-------------|
| a) | Secretary, DBT | - | Chairperson |
| b) | Joint Secretary (Admin.) | - | Member |
| d) | Two Scientists 'G' from DBT/AI | - | Member |
| e) | DS (Estt)/US (Estt) | - | Member |

6.5 Selection Committee would recommend a panel of 3 names for each position (1 selected and 2 waitlisted persons) per vacancy.

6.6 The panel would be valid for a period of one year.

7. Remuneration:

7.1 The consultants will be paid a monthly consolidated remuneration of Rs. 80,000/-.

7.2 In the case of retired Government servants, the remuneration shall be as per prevailing DOP&T norms.

8. Other Allowances : The Consultants (Scientific) will not be eligible for Government Accommodation or House Rent Allowance, residential phone/ conveyance/ transport, foreign travel, personal staff, medical reimbursement, CGHS facility etc.

9. TA/DA :

The consultants shall not be allowed to get any TA/DA

10. Leave

The consultants shall be entitled to leave of 8 days in a year on pro-rata basis. Additional leave without remuneration would be permitted upon approval by the reporting officer.

The intervening Saturdays, Sundays or Gazetted holidays during the spell of leave shall not be counted against the 08 leaves. Unavailed leave in a calendar year cannot be carried forward to next calendar year.

11. Attendance & Working days:

The working hours of the professionals shall be same as regular Government employees working in DBT. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sundays/ Gazetted holidays. Compensatory leave in such cases shall be at the discretion of the JS of the concerned division.

12. Service Condition

A clear allocation of work may be provided to the Consultant (Scientific) by the Division head and a weekly summary report of work (one page) may be sent by each Consultant to the reporting officer concerned. A Scientist F/E in the Division shall be nominated by the Division Head to function as 'Reporting Officer' for consultant for this purpose.

13. Official (Government) e-mail and access to intranet system can be provided to the Consultant (Scientific) with the approval of the Divisional Head concerned. This will be done in consultation with NIC. The sensitivity and confidentiality of the documents being handled by the Division and the nature of job of the Consultant (Scientific) will also be kept in view.

14. Confidentiality and Secrecy.

The consultants shall be expected to follow all the rules and regulations of the Government of India as applicable to Group 'A' officers which are in force. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the consultants are not found satisfactory or found in conflict with

the interests of the Government, his/her services will be liable for discontinuation without assigning any reason.

15. Performance Appraisal

a. Performance Report: Performance Appraisal of the Consultant (scientific) would be undertaken through Performance Report (PR) in the format prescribed at Annexure-1. In order to bring objectivity, assessment would be done by the reporting officer of the Division and countersigned by the head of the Division. The Division shall forward the PR to the Administration Division within one month prior to completion of term of each year. Thereafter, the PR will be communicated by Administration Division to the concerned Committee for appraisal and recommendation as per (b) below.

b. Performance Appraisal Committee:

A Performance Appraisal committee shall be headed by Scientist 'G' from a Division, other than, where the Consultant (scientific) is posted, with one member at the level of Director/Deputy Secretary from the Estt. Division. The committee will appraise the work and performance of the Consultant every year and will make recommendation for further continuation/extension of otherwise. The Committee may devise its own procedures based on Performance appraisal of the Consultant.

16. Termination Notice

The DBT can cancel the appointment on providing one month's notice to the consultant. The consultant can also seek for termination of the contract upon giving one month's notice to the DBT.

17. The consultant shall not, except with the previous sanction of DBT or in the bona fide discharge of his or her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter in any newspaper or periodical either in his own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter relates to subject matter assigned to him/her by DBT.

This issues with the approval of Secretary, Biotechnology and concurrence of IFD, DBT.
