

F.No. A-42/27/2020-ESTT-DBT  
Government of India  
Department of Biotechnology  
Ministry of Science & Technology

Block – 2 (6<sup>th</sup> – 8<sup>th</sup> Floors),  
CGO Complex, Lodhi Road,  
New Delhi – 110003

**VACANCY CIRCULAR**

**Subject: Engagement of Retired Government Officers as Consultant on contract basis in the Department of Biotechnology at Section Officer level- reg.**

The Department of Biotechnology (DBT) invites applications from retired Government Officers includes retired officers/staff from PSUs, having considerable experience and expertise in the Secretariat/Technical field for engagement as Consultants (Secretariat) in the Department.

Details of the engagement are given below:-

1	Name of position	<b>Consultants (Secretariat) Grade-II</b>
2	Number of positions	<b>04</b>
3	Method of recruitment	Contract Basis
4.	Place of posting	Department of Biotechnology, New Delhi
4	Age Limit	Maximum age limit is 65 years as on the date of Advertisement.
5	Period of Contract	Initially for a period of 01 year
6	Remuneration (per month)	Pay drawn at the time of retirement <i>minus</i> Basic Pension (Fixed), No other allowances will be admissible except TA
7	Transport Allowance	Rs. 3000/- (Maximum) to be paid within this limit, on case to case basis.
7	Qualification	<u>Essential</u> Person with three years of experience on the post of Section Officer in Government or PSUs and above.
8	Experience	Consultants should be well versed with Establishment/Administration/Finance/RTI/Parliamentary rules and procedure. The work experience requirement may be relaxed in exceptional cases in respect of the deserving candidates.  Retired Government employees with grade pay of Rs. 4800/5400 (pre-revised) or Level-08 to Level-10, in the Pay Matrix, having experience of 03 years in the required domain field would also be eligible for the position.

9	Assignments	<ol style="list-style-type: none"> <li>1. Handling financial matters</li> <li>2. Parliamentary matters and Grievances</li> <li>3. RTI &amp; Coordination</li> <li>4. Other Administrative and Establishment matters</li> </ol>
---	-------------	--

**Terms and Conditions:** The terms and conditions of engagement of the Consultants (Scientific) will be according to the DBT guidelines vide F.No. A-42/27/2020-ESTT-DBT dated 28.12.2020 attached below as Appendix-I. Further it is mentioned that the no. of positions for Consultants (Secretariat) may vary and are tentative.

**Submission of Applications:** Eligible candidates may apply online on the link provided within 30 days from the date of publication of the advertisement on the website of Department of Biotechnology. Applications are to be submitted online only on the link given on DBT website, in the prescribed proforma. In case of any technical query, please write to [recruitment@dbt.nic.in](mailto:recruitment@dbt.nic.in) or call 011-24362363 between 10.00 AM to 05.00 PM from Monday to Friday. For all the updates/ future communication, please visit Department's website.

  
(Deepak Sharma)

Under Secretary to the Govt. of India  
Ph.: 011-24360940

To,

1. NIC section, DBT for uploading on the website of the Department.
2. DoPT, with the request that in order to give wide publicity this may be uploaded on the website of DoPT.

## Appendix-1

**Subject: Guidelines and Procedure for engagement of Consultants (Secretariat) in the Department of Biotechnology- Reg.**

The scheme of engagement of Consultants in the Department of Biotechnology for secretariat work shall henceforth be regulated as per the following guidelines:-

### 1. PURPOSE

1.1 The purpose of these guidelines is to define the broad policies and procedures for selection, contracting and monitoring of consultants financed from the resources of Department of Biotechnology.

1.2 For the purpose these Guidelines, the term Consultant (s) includes retired officers/staff from the Government, PSUs and having considerable experience and expertise in the Secretariat/Technical field.

The experience and expertise should be related with formulation and implementation of policies, plans, Acts, regulations etc. It also includes implementation and monitoring of the schemes/programmes of the Department.

1.3 The specific purpose, rules and procedure will be followed for employing consultants depending on circumstances of the particular case. However, following main consideration would guide the need and selection process:-

the absence of required expertise in house, or

the need for economy and efficiency, or

the need to have highly qualified experts for providing the specific services.

1.4 The consultant would be appointed to undertake mainly following Secretariat work:

The work would include Secretarial work related to Establishment matters, Parliament related issues, Coordination, Grievances, RTI, Finance related matters and any other Departmental work assigned by the competent authority.

The Consultant would be providing senior level secretarial services, office support in order to ensure very high level of efficiency and effectiveness of office administration.

### 2. RULE POSITION FOR APPOINTMENT OF CONSULTANTS

The Guidelines for engagement of Consultant in the Department of Biotechnology will be as laid down in (a) the GFR, 2017 (Rule 178,180,181,185,195), (b) Manual of Policies and Procedure of Employment of Consultants (Chapter 7: para 7.1 and para 7.2 — Selection of Individual Consultants )

### **3. Term of Appointment**

3.1 The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable to another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 05 years after superannuation.

3.2 The consultant shall sign an agreement of confidentiality with the Government of India containing a clause of Ethics and Integrity.

3.3 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 Department of Biotechnology.

3.4 The appointment of Consultants is of a temporary (non-permanent) nature against the specific jobs. The appointment can be cancelled at any time by the Department without assigning any reasons.

### **4 QUALIFICATION AND EXPERIENCE OF CONSULTANTS:**

The Consultants shall be appointed for undertaking Secretarial work. The qualification and experience required would be as follows:-

#### **SECRETARIAL WORK :**

This would consist of retired officers/officials from of Central and State Governments, and PSUs having considerable experience of functioning of Central Government Ministries / Departments. The consultant should have excellent communication and interpersonal skills with a strong flair for in depth handling work relating to Internal Finance as well

Following four Grade of officer will appointed on Secretarial Posts:

Grade I : Persons with five years of experience on the post of Assistant in the Government or PSUs.

Grade II : Persons with three years of experience on the post of Section Officer in the Government or PSUs.

Grade III : Persons with three years of experience on the post of Under Secretary in the Government or PSUs.

Grade IV : Persons with three years of experience on the post of Deputy Secretary/Director or PSUs.

**5. AGE- LIMIT :** Normally, the maximum age limit for all categories of Consultants will be 65 years. However, 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.

**6. PROCEDURE:** Following procedure is to be followed for selecting candidate for engagement as Consultant(s):-

For selection of consultants, a Committee of three Joint Secretary level officers may be constituted for the purpose and the appointment should be done on their recommendation and with the approval of Secretary (Biotechnology)

## **7. Remuneration :**

7.1 A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase during the contract period

7.2 The basic pension to be deducted from the last pay drawn shall be the pension fixed at the time of retirement and as such, if the employee has availed of the commuted value of pension, the commuted portion of pension shall also be included in the portion of pension to be deducted.

7.3 No Increment and Dearness Allowance shall be allowed during the term of the Contract.

## **8. ALLOWANCES**

### **8.1 House Rent Allowances**

No HRA shall be admissible

### **8.2 Transport Allowances:**

The retired govt officials can be engaged as consultant as per the guidelines issued vide F.No. 3-25/2020-E.IIIA dated 09.12.2020. In accordance with para 7.2 of these guidelines, *a maximum amount of Rs.3000/- p.m. may be allowed as Transport Allowance to the officials who retired in ASO & SO level and subsequently engaged as Consultant. For officials who retired in higher levels this amount will be Rs.5000/- p.m.* The exact amount to be paid to any retired official engaged as consultant can be fixed within these limits on case to case basis with the approval of SBT."

The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per the entitlement at the time of retirement.

## **9. LEAVE OF ABSENCE**

Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed

## **10 WORKING HOURS**

Consultants may follow the normal working hours as prescribed (i.e. from 9.00 AM to 5.30 PM). However as per the exigency one has to sit late to complete the time bound work.

## **11. TAX DEDUCTION AT SOURCE:**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificates. Service Tax, as applicable shall be payable extra, at the prevalent rates.

## **12. REVIEW OF GUIDELINES**

These Guidelines may be reviewed as and when required to revise monthly consolidated fee and Local Conveyance payable to different categories of Consultants.

### **13. RIGHTS OF THE DEPARTMENT:**

The Department has the right to cancel advertisement, and not to proceed in the matter for engagement of consultant, at any stage accept or reject any or all applications, without giving any explanation, whatsoever.

### **14. TERMINATION OF AGREEMENT:**

The Department may terminate a contract to which these Terms apply if:

The Consultant is unable to address the assigned works.

Quality of the assigned works is not to the satisfaction of the Department.

The Consultant fails in timely achievement of the milestones as finally decided by the Department.

The Consultant is found lacking in honesty and integrity;

The Department reserves the right to terminate the contract, by giving fifteen days' notice to the Consultant. Termination shall be effected by written notice served on the Consultant and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before - termination.

“in case, a consultant desires to leave the assignment, he/she is to give one month's notice which can be curtailed depending upon the workload or recommendation of the concerned Divisional Head OR one month's emoluments in lieu of notice.”

### **15. RELAXATION**

In exceptional cases of highly specialized requirements, Secretary (Biotechnology) may relax any or all the conditioned enumerated above. The Local Conveyance payable to different categories of Consultants shall be determined, with the approval of Secretary (Biotechnology), within the limits concurred by Integrated Finance Division of this Department.

[F. No. A-42/27/2020-Estt-DBT]  
[Dated: 28<sup>th</sup> December, 2020]

\*\*\*\*\*

**Annexure-II****Performance Report of Consultants**

Year of report : \_\_\_\_\_

Period from \_\_\_\_\_ to \_\_\_\_\_

**Part-I Basic Details:**

Name	
Date of Birth	
Date of Joining	
Designation	
Subject Division	
Reporting Authority (Name and Designation of the Officer)	
Period Worked	
Brief Description of Duties	

**Part-II Performance Appraisal**

Brief Description of task	Deliverables	Actual Achievements

**III** Please mention significant contribution, personal achievements, other accomplishments, if any:

**IV** Remarks

Name of the Assessing Officer & Designation

Countersigned by Head of the Subject Division

**APPLICATION FORMAT FOR CONSULTANT**

Photograph

(Self –  
attested with  
signature

1. Name in full (BLOCK LETTER)
2. Father's Name
3. Address for correspondence with Pin Code
4. Tel/Mobile No. & email id
5. Date of Birth & Date of superannuation from Govt. Service
6. Last post held at the time of retirement & Office
7. Name & address of last Office from which retired
8. PPO & LPC No.(copies to be attached)
9. APARS for the last three years(To be attached)
10. Last pay drawn at the time of retirement  
Pay level (as per pay matrix 7<sup>th</sup> CPC)-
11. Educational Qualification
12. Brief particulars of experience in Govt. Service (For the last 10 years)  
(Attach a separate sheet, if necessary)

Ministry/department /Organisation	Post held	Period		Nature of Work
		From	To	

13. Details of present employment  
(Wherever applicable)
14. Additional relevant information, if any, in support of your suitability for the said engagement  
(Attach a separate sheet if necessary)

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of consultants. I also understand that action against me will be taken by the concerned authorities, if I am declared by them to be guilty of any type of misconduct mentioned herein.

Signature of candidate

Name: \_\_\_\_\_

Place:

Date: