

No. A-50020/10/2017-Estt.
Government of India
Ministry of Consumer Affairs, Food & Public Distribution

Krishi, Bhawan, New Delhi
Dated the 8th October, 2018

OFFICE MEMORANDUM

Subject :- **Guidelines for engagement of Consultants in the Department of Consumer Affairs – reg.**

The undersigned is directed to say that comprehensive guidelines have been formulated with the approval of Hon'ble Minister (CA, F & PD) regarding engagement of Consultants in the Department of Consumer Affairs with the purpose to bring order, transparency and uniformity in the engagement of Consultants. The guidelines are as under:

S.No.	Item	Guidelines
1.	No. of Consultants	Limited to vacancies in each grade
2.	Eligibility for engagement	Officers who have previously worked in similar grades in Central Government will be engaged subject to the condition that they have functional knowledge of computer.
3.	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/her good health appropriate for the work and level of expertise and utility in the Division based on recommendations of Head of that wing.
4.	Remuneration plus conveyance allowance	A consolidated amount as consultancy fees may be paid to the consultants. Such fees may be computed on the basis of the formulae i.e. (Last Basic Pay at the date of retirement) – (Un-commuted value of pension). Note:- The consultancy fees will not be revised in any case during the sanctioned period.
5.	Procedure of engagement	<ol style="list-style-type: none">1. A circular along with the guidelines for engagement of Consultants shall be uploaded on the website of this Department seeking applications for engagement of Consultants in various grades giving at least 15 days' time limit for receipt of applications. Format of application is at Annexure - I.2. After the cutoff date is over, the applicants' upto the level of SO will be called for a small written test in noting and drafting to confirm whether they possess minimum writing skills & for PA, stenography skill will be assessed by Director (Estt.)/US (Estt.) and for US and above a small interview will be conducted by the Selection Committee under the Chairmanship of Joint Secretary (Estt.).

		<ol style="list-style-type: none"> 3. Thereafter, the applications shall be placed before the Selection Committee under the Chairmanship of Joint Secretary (Estt.) along with the marks they have scored to select suitable candidates. Two persons may be kept in the reserved list, if available. 4. Approval of Secretary (CA) will be taken for their engagement. 5. Selected candidates will be given an offer letter. 6. On receipt of offer letter, the applicant shall submit letter of consent. 7. Extension of period for consultancy after expiry of his/her consultancy period may be extended for a further period of six months on same terms and conditions with the approval of Secretary. <p>Note :- As per Rule 194 (iv) of the GFRs 2017, for exceptional circumstances this Department may select a particular consultant under single source selection/consultancy by nomination, as under :</p> <p>“Under some special circumstances, it may become necessary to select a particular consultant where adequate justification is available for such single source selection in the context of the overall interest of the Ministry or Department. Full justification for single source selection should be recorded in the file and approval of the competent authority obtained before resorting to such single source selection”.</p>
6.	Terms and conditions of engagement	<ol style="list-style-type: none"> 1. The Consultants shall be initially engaged for a period of six months or till the date he/she attains the age of 65 years, whichever is earlier. The term can be further extended till the date of joining of regular incumbents. Such extension of the period of engagement of Consultants will be based on their performance and engagement beyond 65 years and upto 70 years could be with the approval of Secretary keeping in view his/her good health appropriate for the work and level of expertise and utility in the Division based on recommendations of Head of that wing. 2. The Consultants shall be entitled for 12 days leave for a calendar year (one leave per month) 3. In case the consultant has to proceed on tour, his TA/DA claim shall be regulated as per his entitlement at the time of retirement.

		<p>4. Any unauthorized absence beyond seven days shall be viewed seriously and necessary process for termination of his/her contract shall be effected with the approval of Joint Secretary (Estt.).</p> <p>5. The services of the Consultant shall be discontinued by giving one week notice by either side.</p> <p>6. The Consultant shall not exercise any statutory, legal and financial powers.</p> <p>7. Posting of Consultants shall be done by the Estt. Division as per the requirement in various sections.</p> <p>8. Once the period of engagement of a Consultant will be over, he/she will also be eligible to apply for engagement as Consultant for another stint in terms of fresh advertisement issued by this Department. His/her candidature along with other candidates will be assessed by the Selection Committee afresh. In case he/she is selected for engagement for another stint, there will be a gap of at least one week between two stints of Consultancy.</p>
7.	Interpretation clause	<p>The power to interpret any of the guidelines or power to settle any dispute arising out of these guidelines shall lie with Secretary (CA) whose decision shall be final and binding on the Consultant.</p> <p>Further, any condition not explicitly covered under these guidelines shall be put up to Secretary (CA) for decision which shall be final and binding on the Consultant.</p>

Encl. as above



(A.K. Pandey)

Under Secretary to the Govt. of India

Tel. 23381120

To

1. PS to Minister (CA, F & PD)/PS to MoS (CA, F & PD).
2. PSO to Secretary (CA)/PPS to Pr. Adviser/PS to JS(CA)/PS to JS(AB)
3. All Directors/Deputy Secretaries/Under Secretaries
4. All Sections of DoCA
5. NIC, DoCA – with the request to upload these guidelines on this Department's website
6. Guard file.



(A.K. Pandey)

Under Secretary to the Govt. of India

Annexure - I

Application for the post of Consultant on contract basis in the Department of Consumer Affairs,
Ministry of consumer Affairs, Food & Public Distribution, New Delhi

Recent
passport
size
photograph

1.	Full Name (in Block Letters)	
2.	Father's/Husband's Name	
3.	Date of birth	
4.	Contact details	Mobile No. Res. Tel. No. e-mail
5.	Address for communication	
6.	Date of joining to Government Service	
7.	Age as on date	
8.	Date of retirement and the post from which retired (enclose a copy of retirement order)	
9.	Name of the Ministry/Department from which retired	
10.	Last Pay Drawn (Please enclose copy)	
11.	P.P.O. No. (Please enclose copy)	
12.	Details of Computer Knowledge	
13.	Brief particulars of Experience (A separate sheet may be annexed)	

DECLARATION

I solemnly declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Department of Consumer Affairs. I have read the guidelines and ready to accept all the terms and conditions for engagement of Consultants.

Place :
Date :

Signature :
Full name of the applicant :