

File No- 8/17/3/2023-PE-8
Government of India
Ministry of Heavy Industries

Udyog Bhawan, New Delhi- 110011.

Dated the 09th October, 2023.

Vacancy Circular

Subject: Engagement of Consultant Grade-I under the Ministry of Heavy Industries-reg.

The Ministry of Heavy Industries seeks to engage one Consultant Grade –I for assisting senior officers of the Ministry specifically dealing with CPSEs. Only persons with requisite qualification and experience as prescribed would be hired as Consultant Grade I. Details of the posts and terms and conditions as well as period of engagement, eligibility, experience etc. are as under:

Job title	Consultant Grade I
No. of vacancies	01 (One)
Qualifications	Essential: A qualified Chartered Accountant certified by Indian Institute of Chartered Accountants of India with 3 years of experience. Desirable: Having a Law Degree in addition to CA qualification. Other Attributes: Candidates should have good knowledge of working on computer including Power Point and excel and should also possess good inter-personal and communication skills.
Mode of recruitment	Contract Basis
Remuneration per month	Rs. 80,000/- (initial). The annual increase in consultant's remuneration will depend on his performance.
Age Limit	Candidates should be more than 45 years of age on the date of publication of this notice/ advertisement.
Period of engagement	Initially for a period of 1 year and further extendable annually subject to satisfactory performance. The total duration of tenure shall not exceed 5 years in any case.

Job Description	The Chartered Accountant Consultant Grade-I will be assisting higher officers on array of issues encompassing the Companies Act, financial parameters of CPSEs, accounting standards, corporate governance of CPSEs, evaluation of MoUs and other related matters. The consultant will provide assistance to the Government Nominee Directors on issues related meetings of Board of Directors and Annual General Meetings.
Experience	Minimum 3 year of post-essential qualification experience of working in PSU/ Government or any reputed Private Company. However, preference will be given to candidates with work experience in a Govt department relevant to the post.
Mode of selection	Short listed candidates who meets the Qualification / Experience criteria for the above vacancies will be called for interview through online or offline mode by the Selection Committee.
Other terms and conditions	Other terms and conditions not mentioned above will be as per the guidelines issued by MHI dated 21.10.2021 (copy attached)
Place of posting	New Delhi

Submission of applications- Eligible candidates may apply online on the link given below within 15 days from the date of publication of advertisement on the MHI website:

<https://forms.gle/6kgJVG3ZA5tGfRf7A>

Applications will be accepted in online mode only.


12/10/2023

(Inderjeet Singh)

Under Secretary to Government of India

Tel No. 011- 2306 2182

Email: inderjeet.singh15@nic.in

F. No. A-45011/9/2019-Admin
Government of India
Ministry of Heavy Industries
Administration Section

Udyog Bhawan, New Delhi
Dated the 2nd October, 2021

Subject: Procedure and Guidelines for the engagement of Technical / Professional Consultants in the M/o Heavy Industries -reg

In view of the requirement of technically/ professionally qualified manpower by different Divisions in the Ministry, it has been decided to engage the Technical / Professional Consultants on contractual basis. The engagement of such consultants will be done by the concerned Divisions in MHI based on their own requirement. The following procedure and general terms & conditions will be applicable with immediate effect for the engagement of technically/ professionally qualified manpower:

S. No	Terms & Conditions of engagement of the Technical Consultants				
1.	Remuneration and Upper Age Limit The Consultants are grouped into three categories as under:				
	S.No.	Name & Position	Experience in years	Upper Age Limit	Remuneration (Initial)
	1	Consultant (Young Consultant- Grade)	Less than 03 years	40 years	Rs 60,000/-
	2	Consultant (Grade – I)	03-08 years	45 years	Rs 80,000/-
	3	Consultant (Grade– II)	More than 08 years	50 years	Rs 1,20,000/-
	Retired Govt. Servant: In case of retired Government Servant the ceiling of age may be relaxed. The remuneration will be regulated in terms of DoE's O.M. dated 09.12.2020. Accordingly, 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 during the term of the contract. There will be no annual increment/ percentage increase during the contract.				
2	Medical: Prior to appointment as technical consultant, the individual consultant will have to submit a statement of Good Health from a recognized physician.				
3.	Educational Qualifications: Essential - Master's Degree in relevant subject or BE/B.Tech or 2 Years PG Diploma in Management or LLB or CA or ICWA or possessing any Professional Degree earned after a study of 4 years or more acquired after 10+2. Desirable - Persons with M.Phil., M.Tech. M.S., LL.M, Ph.D, additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred				

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	*Any specific Educational Qualifications may be prescribed as per actual requirement of the division													
4.	<p>Tenure : The tenure of engagement as Consultant will primarily be for a period of three years, which can be extended twice on annual basis subject to the satisfactory performance and requirement of the concerned Division.</p> <p>In case of retired Government Servants, no extension will be given beyond the age of 65 years in terms of the DoE's O.M. No. 3-25/2020-E.IIIA dated 09.12.2020.</p>													
5	<p>Enhancement of Remuneration:</p> <p>The remuneration may be reviewed after completion of one year on annual basis, in case the tenure of the consultant is extended. Similar to NITI Aayog's guideline, the enhancement of remuneration may be based on the following criteria:</p> <table border="1"> <tr> <th>S. No.</th><th>Performance</th><th>Enhancement in Remuneration</th></tr> <tr> <td>1.</td><td>Performed only routine/ assigned task</td><td>Nil.</td></tr> <tr> <td>2.</td><td>Consultants who have made significant contribution in his/her domain and have shown exceptional quality in providing the desired output as expected by higher authorities.</td><td>Up to 5% of the remuneration with the approval of AS/JS of the concerned division.</td></tr> <tr> <td>3.</td><td>In exceptional cases, where the Individual consultant demonstrated exemplary performance and have made significant contribution in policy making.</td><td>Up to 10% of the remuneration with the approval of Secretary (HI).</td></tr> </table> <p>The total enhancement in remuneration shall not exceed 10% annually in any case.</p>		S. No.	Performance	Enhancement in Remuneration	1.	Performed only routine/ assigned task	Nil.	2.	Consultants who have made significant contribution in his/her domain and have shown exceptional quality in providing the desired output as expected by higher authorities.	Up to 5% of the remuneration with the approval of AS/JS of the concerned division.	3.	In exceptional cases, where the Individual consultant demonstrated exemplary performance and have made significant contribution in policy making.	Up to 10% of the remuneration with the approval of Secretary (HI).
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6	<p>Allowances: The Consultant will not be entitled to any allowances such as TA/DA, CCA, HRA, CGHS, Medical Reimbursement or any other relief etc. However, the individual consultant, who may be required to undertake domestic tours for official work will be entitled to following:</p> <table border="1"> <tr> <th>Grade of Consultant</th><th>Mode of Journey</th><th>Reimbursement of Hotel, Taxi and Food Bills</th></tr> <tr> <td>Consultant (YP Grade) and Consultant (Grade – I)</td><td>Air in Economy class or by Rail in AC Two Tier.</td><td>Hotel accommodation of up to Rs. 2250/- per day; taxi charges of up to Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed.</td></tr> <tr> <td>Consultant (Grade – II)</td><td>Air in Economy class or by Rail in AC Two Tier.</td><td>Hotel accommodation of upto Rs. 4500/- per day; taxi charges for AC taxi upto 50 Kms within the city and food bills not exceeding Rs. 1000/- per day shall be allowed.</td></tr> </table> <p>In case of retired Govt. Servant engaged as Consultants, the TA/DA will be as per their entitlement at the time of his/ her retirement.</p>		Grade of Consultant	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills	Consultant (YP Grade) and Consultant (Grade – I)	Air in Economy class or by Rail in AC Two Tier.	Hotel accommodation of up to Rs. 2250/- per day; taxi charges of up to Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed.	Consultant (Grade – II)	Air in Economy class or by Rail in AC Two Tier.	Hotel accommodation of upto Rs. 4500/- per day; taxi charges for AC taxi upto 50 Kms within the city and food bills not exceeding Rs. 1000/- per day shall be allowed.			
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7	<p>Leave: The Consultant will be eligible for a maximum of 08 (Eight) days of Casual Leave in a calendar year. The casual leave is to be granted on pro-rata basis, in case period of engagement is less than a year. In case of absence from duty other than on holidays & casual leave, proportionate amount would be deducted from the consultancy fee. Also, non-availed leave shall neither be carried forward to next year nor encashed.</p> <p>In case of retired Government Servants, leave will be admissible in terms of the DoE's O.M. No. 3-25/2020-E.IIIA dated 09.12.2020.</p>
8	<p>Private Assignment: The Consultant shall not be allowed to take up any other assignment during the period of contract with this Ministry.</p>
9	<p>Telephone: The Consultant will not be entitled to telephone facilities/ mobile bill reimbursement.</p>
10	<p>Staff Car Facility: The Consultant will not be allowed to use Staff Car for private purposes and also for journey between residence and office.</p>
11	<p>Accommodation: The Consultant will not be entitled to any residential accommodation from the Central Government Pool.</p>
12	<p>The Consultant shall not engage in any activity that is incompatible with the proper discharge of his duties during the period of contract with this Ministry. The Consultant shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on that relationship or on the integrity, independence and impartiality which are required by his relationship with this Ministry.</p>
13	<p>During the period of assignment with the Ministry of Heavy Industries, it is likely that the Consultant may come across certain information of important or secret nature. The Consultant would, therefore, be subject to the provision of the Indian Official Secrets Act, 1932, not only during the period of assignment but also thereafter. More importantly, the Consultant shall not divulge any information gathered by him during the period of assignment to anyone who is not authorized to know/have the same.</p>
14	<p>Conflict of Interest</p> <p>The Consultant is expected to display utmost honesty, secrecy of office and sincerity while discharging duties. In case the services of the Consultant are not found satisfactory or found in conflict with the interest of the Department / Government, his service will be liable for discontinuation without assigning any reason.</p>
15	<p>Working Hours</p> <p>Consultant may follow the normal working hours as prescribed [i.e. 09:00 AM to 05:30 PM]. However, as per the exigency he has to sit late to complete the time bound work or may have to attend office of holidays / weekends.</p>
16	<p>Termination of Engagement</p> <p>Ministry may terminate the engagement in following condition:</p> <ul style="list-style-type: none"> i) The Consultant is unable to address the assigned work. ii) The quality of work is not up to the satisfaction of the Ministry. iii) The Consultant fails the timely achievement of the milestones as decided by the Ministry. iv) The Consultant is found lacking in honesty and integrity. <p>The engagement of Consultant can be terminated by the Department at any time without assigning any reason thereof by giving them 01 months' notice. However, in cas</p>

	e the Consultant wishes to resign, he will have to give One month's advance notice or remuneration in lieu thereof before resigning from the engagement.
17	Confidentiality of Data and Documents i) The Consultant shall not utilize or publish or disclose or part with to a third party, any part of data or statistics or proceedings or information collected for the purpose of his assignment during the course of assignment without express written consent of the Ministry. ii) The Consultant shall be bound to hand over the entire set of assignment to the Ministry before the expiry of the contract and before the final payment is released by the Ministry.



(Surojit Ghosh)

Under Secretary to the Govt. of India

Tel No. 2306 1340

To

1. PPS/PS to AS (NC)/AS&FA/Sr. EA/JS(JS)/JS(AM)/CCA
2. All Directors/DSs/Jt Dirs of MHI
3. All Sections of MHI through e-Office Notice Board
4. Guard File

Copy to

Sr. PPS to Secretary (HI)