

F.No. 11-B-12024/14/2022-IC Cell(part-1)  
Government of India  
Ministry of Heavy Industries  
IC Cell

Udyog Bhawan, New Delhi

Date: 09th June 2023

**Subject- Engagement of Consultant Grade-I in Ministry of Heavy Industries-reg.**

Ministry of Heavy Industries seeks to engage two (02) Consultant Grade-I (international trade) for providing time-bound inputs for International Trade including trade policies, tariff and non-tariff, TBT, Rule of Origin, import surge data analysis related matters for Heavy Industrial Manufacturing Sector under MHI. 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:

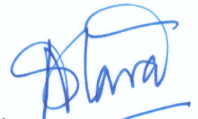
<b>Job title</b>	<b>Consultant Grade-I (International Trade)</b>	
No. of vacancies	Consultant Grade-I– (International Trade) -2	
Qualifications	<b>Consultant Grade-I– International Trade:- Masters or Post Graduation</b> from a reputed and Govt. recognized Institution or equivalent. <b>Desirable:-</b> Masters or Post Graduate Diploma or PhD in Foreign Trade or related subjects.	
Mode of recruitment	Contract Basis	
Remuneration per month	<b>Consultant Grade-I (International Trade)-</b> Rs. 80,000/- (initial). The yearly enhancement in remuneration may be as per the following	
	<b>Performance#</b>	<b>Enhancement in remuneration</b>
	Performance only routine/assigned work	Nil
	Consultant who have made significant contribution in his/her domain and have shown exceptional quality in providing the desired	Upto 5% of the remuneration with the approval of Additional Secretary/ Joint Secretary of the

	<p>output as expected by higher authorities.</p> <p>In exceptional cases, where the individual Consultant demonstrated exemplary performance and have made significant contribution in policy making .</p>	<p>concerned division.</p> <p>Upto 10% of the remuneration with the approval of Secretary, Ministry of Heavy Industries.</p>
	<p>The total enhancement in remuneration shall not exceed 10% in any case.</p>	
Age Limit	<p>Candidates should be below 40 years of age as 01 January 2023.</p>	
Period of engagement	<p>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>	
Eligibility	<p><b>Consultant Grade-I– International Trade</b></p> <p><b>Essential:-</b> Masters or Post Graduation from a reputed and Govt. recognized Institution or equivalent.</p> <p><b>Desirable:-</b> Masters or Post Graduate Diploma or PhD in field of International Trade, Tariff and Non-Tariff/ TBT matters with interdisciplinary knowledge of Electrical, Electronic, Mechanical, Industrial Machinery Equipment and Technology and Allied products and Industry.</p> <p><b>Job Description:</b></p> <p><b>Consultant Grade-I– International Trade</b></p> <p>In depth Analysis of import surge related matters. Analysis of various data related to Ministry of heavy Industries as shared by Department of Commerce.</p> <p>Providing the product and sector specific inputs on the matters under the administrative domain of MHI, related to bilateral and multilateral cooperation after analyzing of Tariff lines with tariff and nontariff barriers, trade policies, WTO Agreements, Rules of Origin (Preferential and Non-Preferential) for providing inputs under the for Trade Facilitation under Free Trade Agreement, Preferential Trade</p>	

	<p>Agreement and other Economic Comprehensive Agreements with countries such as UK, Canada, ASEAN etc.</p> <p>Also provide inputs for the matter related to Trade Policy, Technical Barriers to Trade (TBT), Mutual Recognition Agreements (MRAs)/Conformity Assessment, WTO related matters, Impact Analysis, Monitoring &amp; Outreach for Import and Export Diversification and similar related issues.</p> <p>All other matters related to International Cooperation Cell</p>
Experience	<p>3 years of post-essential qualification experience of working in PSU/ Government/ Research Organization/ Industry.</p> <p>Should have familiarity with Trade policies, tariff and non-tariff, TBT, Rule of Origin, Import Export data analysis related matters for Heavy engineering equipment manufacturing sector for all industries including Heavy electrical engineering industries, Machinery Industries, Machine Tools and Auto Industries, including tractors and earth moving equipment.</p>
TA/ DA	<p>TA/ DA for travels for official purposes will be as follows:</p> <p><b>Mode of Journey</b> -Air in Economy class or by Rail in AC Two Tier</p> <p><b>Reimbursement of hotel, taxi and food bills-</b> Hotel Accommodation of upto Rs. 2250/- per day, taxi charges of upto Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed.</p>
Mode of selection	<p>Short listed candidates who meet the Qualification / Experience criteria for the above vacancies will be called for interview through online or offline mode.</p>
Medical	<p>Prior to appointment as consultant, the individual Consultant Grade-I will have to submit a statement of Good Health from a recognized physician and during the tenure as Consultant Grade-I, he / she will not be entitled for any medical benefits from the Ministry.</p>
Terms and conditions	<p>As mentioned Annexure-A</p>
Place of posting	<p>New Delhi</p>



**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 ([www.heavyindustries.gov.in](http://www.heavyindustries.gov.in)). Applications will be accepted in online mode only. **The google form application link for Consultant Grade-I(International Trade) is also placed at Annexure-A.**



(Niraj Srivastava)

Deputy Director

Ministry of Heavy Industries

Google form application link:

<https://forms.gle/ihoCjvJGiRo8MyEQ9>

**THE TERMS AND CONDITIONS OF ENGAGEMENT OF CONSULTANT GRADE-I (INTERNATIONAL TRADE) in MINISTRY OF HEAVY INDUSTRIES (MHI)**

1. He/She will be paid a consolidated remuneration of Rs 80,000/- (Rupees eighty thousand only) per month (minus Professional Tax/TDS as applicable), subject to periodical completion of work certified by the Controlling Officer. She will not get any House Rent Allowance, Dearness Allowance, Transport Allowance, Residential accommodation or residential telephone facility etc.
2. 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. 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.
3. Prior to appointment as Consultant Grade-I, the individual will have to submit a statement of Good Health from a recognized physician. He/She is also required to bring her original educational/experience certificates, Identity proof i.e. Aadhaar or Voter Id card etc for verification by this Ministry.
4. Working hours shall normally be from 9.00 AM to 5.30 PM during working days including half an hour lunch break in between, however, in exigencies of work, He/She may be required to sit late and may be called on Saturdays/Sundays and other Gazetted holidays also.
5. The Consultant Grade-I 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 his/her remuneration. Also, non-availed leave shall neither be carried forward to next year nor en-cashed.
6. The Consultant Grade-I shall not engage in any activity that is incompatible with the proper discharge of His/Her duties during the period of contract with this Ministry. The Consultant Grade-I 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/Her relationship with this Ministry.
7. During the period of assignment with the Ministry of Heavy Industries, it is likely that the Consultant Grade-I may come across certain information of important or secret nature. The Consultant Grade-I would, therefore, be subject to the provision of the Indian Official Secrets Act, 1923, not only during the period of assignment but also thereafter. More importantly, the Consultant Grade-I shall not divulge any information gathered by him during the period of assignment to anyone who is not authorized to know/have the same.
8. The Consultant Grade-I is expected to display utmost honesty, secrecy of office and sincerity while discharging duties. In case the services of the Consultant Grade-I are not found satisfactory or

found in conflict with the interest of the Department / Government, His/Her service will be liable for discontinuation without assigning any reason.

9. He/She will complete the assigned task within the stipulated period as per the requirement of His/Her controlling officer. He/She will not take up any assignment or contract which conflicts the interest of the Government in this matter elsewhere during the period of her engagement in this Ministry.

10. Ministry may terminate the engagement in following condition:

- i. The Consultant Grade-I is unable to address the assigned work.
- ii. The quality of work is not up to the satisfaction of the Ministry.
- iii. The Consultant Grade-I fails the timely achievement of the milestones as decided by the Ministry.
- iv. The Consultant Grade-I is found lacking in honesty and integrity.
- v. The engagement of Consultant Grade-I can be terminated by the Ministry at any time without assigning any reason thereof by giving them 01 months' notice. However, in case the Consultant Grade-I He/She was to resign, He/She will have to give One month's advance notice or remuneration in lieu thereof before resigning from the engagement.

11. Confidentiality of Data and Documents

- i. The Consultant (Grade-I) 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/Her assignment during the course of assignment without express written consent of the Ministry.
- ii. The Consultant Grade-I 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.

12. Other terms and conditions not mentioned above shall be as per the guidelines issued by MHI dated 21.10.2021.

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

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Udyog Bhawan, New Delhi

Dated the 21<sup>st</sup> 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.	<b>Remuneration and Upper Age Limit</b>			
	The Consultants are grouped into three categories as under:			
	S.No.	Name & Position	Experience in years	Upper Age Limit
	1	Consultant (Young Consultant- Grade)	Less than 03 years	40 years
	2	Consultant (Grade – I)	03-08 years	45 years
	3	Consultant (Grade– II)	More than 08 years	50 years
	<p><b>Retired Govt. Servant:</b> 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.</p>			
2	<b>Medical:</b> Prior to appointment as technical consultant, the individual consultant will have to submit a statement of Good Health from a recognized physician.			
3.	<b>Educational Qualifications:</b>			
	<p><b>Essential</b> - 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.</p>			
	<p><b>Desirable</b> - 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</p>			

	*Any specific Educational Qualifications may be prescribed as per actual requirement of the division													
4.	<p><b>Tenure :</b> 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><b>Enhancement of Remuneration:</b></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"> <thead> <tr> <th>S. No.</th> <th>Performance</th> <th>Enhancement in Remuneration</th> </tr> </thead> <tbody> <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> </tbody> </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><b>Allowances:</b> 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"> <thead> <tr> <th>Grade of Consultant</th> <th>Mode of Journey</th> <th>Reimbursement of Hotel, Taxi and Food Bills</th> </tr> </thead> <tbody> <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> </tbody> </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><b>Leave:</b> 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 &amp; 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><b>Private Assignment:</b> The Consultant shall not be allowed to take up any other assignment during the period of contract with this Ministry.</p>
9	<p><b>Telephone:</b> The Consultant will not be entitled to telephone facilities/ mobile bill reimbursement.</p>
10	<p><b>Staff Car Facility:</b> The Consultant will not be allowed to use Staff Car for private purposes and also for journey between residence and office.</p>
11	<p><b>Accommodation:</b> 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><b>Conflict of Interest</b></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><b>Working Hours</b></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><b>Termination of Engagement</b></p> <p>Ministry may terminate the engagement in following condition:</p> <ul style="list-style-type: none"> <li>i) The Consultant is unable to address the assigned work.</li> <li>ii) The quality of work is not up to the satisfaction of the Ministry.</li> <li>iii) The Consultant fails the timely achievement of the milestones as decided by the Ministry.</li> <li>iv) The Consultant is found lacking in honesty and integrity.</li> </ul> <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>

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(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)