

[to be uploaded on MHI website]

F.No. 1/7/2023-Corporate Cell
Government of India
Ministry of Heavy Industries

Udyog Bhawan, New Delhi.
Dated 03.04.2023.

Subject :- Engagement of One Consultant Grade-I (Chartered Accountant) in Ministry of Heavy Industries.

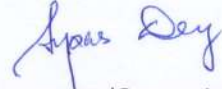
Ministry of Heavy Industries vide advertisement dated 21.03.2023 invited application to engage One (01) Consultant Grade-I for attending to specific and time-bound tasks of the Ministry. Now, it has been decided to extend the timelines for applying for the post till 2nd May 2023, Only persons with requisite qualification and experience as prescribed would be hired as Consultant Grade-I. Details of the post and terms and conditions as well as period of engagement, eligibility, experience etc are as under:-

S.No.	Job title	Consultant Grade-I								
1.	No. of vacancy	01 (One)								
2.	Essential Qualification	Chartered Accountant								
3.	Mode of Recruitment	Contract Basis								
4.	Remuneration per month	Rs.80,000/- per month. The yearly enhancement in remuneration may be as per the following: <table border="1"><thead><tr><th>Performance#</th><th>Enhancement in remuneration</th></tr></thead><tbody><tr><td>Performance only routine/assigned work</td><td>NIL</td></tr><tr><td>Consultant Grade-I 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>Upto 5% of the remuneration with the approval of Additional Secretary/Joint Secretary of the concerned Division.</td></tr><tr><td>In exceptional cases, where the individual Consultant demonstrated exemplary performance and have made significant contribution in policy making.</td><td>Upto 10% of the remuneration with the approval of Secretary, Ministry of Heavy Industries</td></tr></tbody></table> <p>The Total enhancement in remuneration shall not exceed 10% in any case.</p>	Performance#	Enhancement in remuneration	Performance only routine/assigned work	NIL	Consultant Grade-I who have made significant contribution in his/her domain and have shown exceptional quality in providing the desired output as expected by higher authorities.	Upto 5% of the remuneration with the approval of Additional Secretary/Joint Secretary of the concerned Division.	In exceptional cases, where the individual Consultant demonstrated exemplary performance and have made significant contribution in policy making.	Upto 10% of the remuneration with the approval of Secretary, Ministry of Heavy Industries
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In exceptional cases, where the individual Consultant demonstrated exemplary performance and have made significant contribution in policy making.	Upto 10% of the remuneration with the approval of Secretary, Ministry of Heavy Industries									
5.	Age limit	Candidates should be below 45 years of age as on 01.03.2023.								

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6.	Period of Engagement	Initially the tenure should be for 03 (three) years subject to extension upto 02 (two) more years on the basis of performance of the incumbent evaluated every year.
7.	Eligibility	Essential : 1. CA Possessing 03-08 years qualification experience. 2. Good working experience of computer software packages like MS Word, MS Excel and MS PowerPoint and ability to work like an expert on computer independently. 3. Experience : Possessing 3-8 years post qualification experience. 4. Desirable : Candidate should possess good interpersonal and strong communication skills
8.	Mode of Selection	Short-listed candidates who meets the Qualification/experience criteria for the above post will be called for interview through online or offline mode.
9.	Medical	Prior to appointment, 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 not be entitled for any medical benefits from the Ministry.
	General terms and conditions	Annexure-I
10.	Other terms and conditions	Other terms and conditions not mentioned above will be as per the guidelines issued by MHI dated 21.01.2021. (Annexure-II)
11.	Place of Posting	Ministry of Heavy Industries, New Delhi.

Submission of application : Eligible candidates may apply by sending the applications to tapas.dey@nic.in in the FORMAT prescribed at Annexure-III latest by 11.59 PM , 2nd May 2023. Applications will be accepted in online mode only.


 Under Secretary (Corporate Cell)
 Ministry of Heavy Industries

[to be uploaded on MHI website]

F.No. 1/7/2023-Corporate Cell
Government of India
Ministry of Heavy Industries

Udyog Bhawan, New Delhi.
Dated 21.03.2023.

Subject :- Engagement of One Consultant Grade-I in Ministry of Heavy Industries.

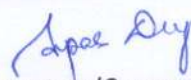
Ministry of Heavy Industries seeks to engage One (01) Consultant Grade-I for attending to specific and time-bound tasks of the Ministry. Only persons with requisite qualification and experience as prescribed would be hired as Consultant Grade-I. Details of the post and terms and conditions as well as period of engagement, eligibility, experience etc are as under:-

S.No.	Job title	Consultant Grade-I								
1.	No. of vacancy	01 (One)								
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3.	Mode of Recruitment	Contract Basis								
4.	Remuneration per month	Rs.80,000/- per month. The yearly enhancement in remuneration may be as per the following: <table border="1"><thead><tr><th>Performance#</th><th>Enhancement in remuneration</th></tr></thead><tbody><tr><td>Performance only routine/assigned work</td><td>NIL</td></tr><tr><td>Consultant Grade-I 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>Upto 5% of the remuneration with the approval of Additional Secretary/Joint Secretary of the concerned Division.</td></tr><tr><td>In exceptional cases, where the individual Consultant demonstrated exemplary performance and have made significant contribution in policy making.</td><td>Upto 10% of the remuneration with the approval of Secretary, Ministry of Heavy Industries</td></tr></tbody></table> <p>The Total enhancement in remuneration shall not exceed 10% in any case.</p>	Performance#	Enhancement in remuneration	Performance only routine/assigned work	NIL	Consultant Grade-I who have made significant contribution in his/her domain and have shown exceptional quality in providing the desired output as expected by higher authorities.	Upto 5% of the remuneration with the approval of Additional Secretary/Joint Secretary of the concerned Division.	In exceptional cases, where the individual Consultant demonstrated exemplary performance and have made significant contribution in policy making.	Upto 10% of the remuneration with the approval of Secretary, Ministry of Heavy Industries
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In exceptional cases, where the individual Consultant demonstrated exemplary performance and have made significant contribution in policy making.	Upto 10% of the remuneration with the approval of Secretary, Ministry of Heavy Industries									
5.	Age limit	Candidates should be below 45 years of age as on 01.03.2023.								
6.	Period of Engagement	Initially the tenure should be for 03 (three) years subject to extension upto 02 (two) more years on the basis of performance of the incumbent evaluated every year.								
7.	Eligibility	Essential : 1. CA Possessing 03-08 years qualification experience.								

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		<p>2. Good working experience of computer software packages like MS Word, MS Excel and MS PowerPoint and ability to work like an expert on computer independently.</p> <p>3. Experience : Possessing 3-8 years post qualification experience.</p> <p>4. Desirable : Candidate should possess good interpersonal and strong communication skills</p>
8.	Mode of Selection	Short-listed candidates who meets the Qualification/experience criteria for the above post will be called for interview through online or offline mode.
9.	Medical	Prior to appointment, 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 not be entitled for any medical benefits from the Ministry.
	General terms and conditions	Annexure-I
10.	Other terms and conditions	Other terms and conditions not mentioned above will be as per the guidelines issued by MHI dated 21.01.2021. (Annexure-II)
11.	Place of Posting	Ministry of Heavy Industries, New Delhi.

Submission of application : Eligible candidates may apply online on the link / FORMAT **(Annexure-III)** given below within 30 days from the date of publication of advertisement on the MHI website (www.heavyindustries.gov.in). Applications will be accepted in online mode only.


 Under Secretary (Corporate Cell)
 Ministry of Heavy Industries

Annexure-I

The General Terms and Conditions for engagement of professionally (CA) qualified Consultant Grade-I are as follows :

- a) The tenure - 03 (three) years subject to extension upto 02 (two) more years on annually on the basis of performance of the incumbent purely on contract basis.
- b) Remuneration - **Rs.80,000/-** per month consolidated. The Consultant Grade-I, who have made significant contribution in his/her domain and have shown exceptional quality in providing the desired output as expected by superiors, the remuneration may be reviewed after completion of one year on annual basis, in case the tenure is extended, enhancement of upto 5% of the remuneration with the approval of AS/JS concerned will be allowed. In exceptional cases, where the individual Consultant demonstrated exemplary performance and have made significant contribution in policy making, upto 10% of the remuneration will be enhanced with the approval of Secretary, Ministry of Heavy Industries. The Total enhancement in remuneration however shall not exceed 10% in any case.
- c) The essential qualification – CA Possessing 03-08 years post qualification experience.
- d) The upper age limit - 45 years.
- e) Place of Posting - Ministry of Heavy Industries, Udyog Bhawan, New Delhi.
- f) Incomplete applications or applications without self-attested copies of certificates of qualifications, age, etc. are liable to be rejected.
- g) The list of all the eligible and ineligible candidates in all the categories is proposed to be placed on the website.
- h) The successful candidates are proposed to be intimated individually by e-mail, speed post and also by putting the category-wise list on the website.
- i) The Consultant Grade-I shall not be entitled to any travelling allowance, etc. for attending the test/ interview or for joining the work.
- j) Selected candidates will be required to join within the prescribed period as and when communicated by MHI.
- k) The contract will be subject to physical fitness and the Consultant Grade-I is required to submit a certificate from a Registered Medical Practitioner to this effect at the time of joining.
- l) The Consultant Grade-I will not be entitled to any allowances such as TA/DA/CCA/HRA/CGHS/ Medical Treatment/Reimbursement or any other relief etc. He will not be entitled any reimbursement like Mobile Bill. Also he will not be entitled to any benefit like Provident Fund, Pension, Insurance, Gratuity, Seniority, Promotion etc. or any other benefits available to a Government Servant.
- m) The Consultant Grade-I will not be granted any claim or right or preference for regular appointment to any post in MHI or in the Government set up.

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- n) The Consultant Grade-I will be eligible for a maximum of 08 (Eight) days of Casual Leave in a calendar year. The Leave is to be granted on pro-rata basis. In case of absence from duty other than on holidays & Casual Leave, proportionate amount would be deducted from the monthly remuneration. Also, non-availed leave shall neither be carried forward to next year nor encashed.
- o) The Consultant Grade-I may follow the normal working hours as prescribed [i.e. 09:00 AM to 05:30 PM]. However, as per the exigency he/she has to sit late to complete the time bound work or may have to attend office on holidays/weekends.
- p) The Consultant Grade-I shall perform the duties assigned to him. The competent authority reserves the right to assign any duty as and when required. No extra remuneration/additional allowance will be admissible in case of such assignment.
- q) Basic support like office space, furniture, stationary, computer access to internet, e-office, NIC email etc. wherever required, will be provided by the Ministry so that assigned duties may be handled smoothly by the Consultant Grade-I.
- r) MHI will not be responsible, if there is any mishappening / untoward incident etc. inside or outside MHI.
- s) The Consultant Grade-I is not allowed to accept/ engage himself/ herself in any other part-time job/ profession of whatsoever kind or take up any other assignment during the period of contract with this Ministry. Further, He/She shall not engage in any activity that is incompatible with the proper discharge of his duties during the period of contract with this Ministry.
- t) 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/her relationship with this Ministry.
- u) The Consultant Grade-I shall not utilize or publish or disclose or part with to a third party, any part of the data or statistics or proceedings or information collected during the course of his assignment in the Ministry without express written consent of the Ministry. 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.
- v) During the period of assignment with the Ministry, 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, 1932, not only during the period of assignment but also thereafter.
- w) The Consultant Grade-I shall be bound to hand over the entire set of data/information/ documents (both hard and soft copies) to the Ministry before the expiry of the contract and before the final payment is released by the Ministry.
- x) 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 Government, his/her service will be liable for discontinuation without assigning any reason.

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- y) If any declaration given or information furnished by Consultant Grade-I proves to be false or if he/she is found to have willfully suppressed any material information, he/she will be liable for removal from such contract and also such other action as the Government may deem necessary.
- z) Ministry may terminate the engagement of Consultant Grade-I in following condition:
 - a. The Consultant Grade-I is unable to timely complete the assigned work;
 - b. The quality of work is not up to the satisfaction of the ministry;
 - c. The Consultant fails the timely achievement of the milestones as decided by the Ministry;
 - d. The Consultant Grade-I is found lacking in knowledge, honesty and integrity.
- aa) The engagement of Consultant Grade-I can be terminated by the Ministry at any time without assigning any reason thereof by giving them 01-month notice. However, in case the Consultant Grade-I wishes to resign, he will have to give three months' advance notice or remuneration in lieu thereof before resigning from the engagement.

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Annexure - II

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

Udyog Bhawan, New Delhi
Dated the 27th 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"> <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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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).												
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"> <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>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 at 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> <ol style="list-style-type: none"> The Consultant is unable to address the assigned work. The quality of work is not up to the satisfaction of the Ministry. The Consultant fails the timely achievement of the milestones as decided by the Ministry. 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	<p>Confidentiality of Data and Documents</p> <p>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.</p> <p>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.</p>



(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/DSSs/Jt Dirs of MHI
3. All Sections of MHI through e-Office Notice Board
4. Guard File

Copy to

Sr. PPS to Secretary (HI)

APPLICATION FORM FOR Consultant Grade-I IN MHI ON CONTRACT BASIS

1. Name: _____
3. Date of Birth*: _____
4. Father's Name: _____
5. Nationality: _____
6. Category SC/ST/OBC/GEN: _____
7. Disability (if any): _____
8. Address for Correspondence: _____

2.

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9. Permanent Address: _____

10. Phone No.: _____
11. Mobile No.: _____
12. e-Mail Address: _____
13. Educational Qualification* (on separate sheet):

Sl. No.	Name of the Course	Subject	University/ Institute	Year of Passing	Marks %

- 14 *Work Experience: (Post Qualification) (on separate sheet):

Sl. No.	Organization name and contact details for verification, if required	Period		Name of the Post held	Job Responsibilities	Reason for Leaving
		From	To			

15. Level of Knowledge of working on computer specially MS Office:

Computer Software Packages:	Indicate below against each Excellent/ Very Good/ Good/ Fair/ None
(i) MS Word	
(i) MS Excel	
(ii) MS Power Point	

16. References (Two)

*Note: Self attested copies of certificates should be attached.

Signatures of the Candidate

Date & Place:

Adar Dey