

No. 16(17)/2022-Coord.  
Government of India  
Ministry of Heavy Industries

Udyog Bhawan, New Delhi  
Dated: 4<sup>th</sup> August, 2023

**Subject- Engagement of Consultant (Young Consultant Grade) in Ministry of Heavy Industries - reg.**

Ministry of Heavy Industries (MHI) seeks to engage two (02) Consultants (Young Consultant Grade) for providing time-bound inputs relating to ratification of norms for Advance Authorizations issued to firms to allow zero duty import, technical analysis of applications related to import of restricted items, coordination of cases for the inter-ministerial Norms Committee meetings of Directorate General of Foreign Trade (DGFT) and other technical works of relevant subject in MHI. Only persons with requisite qualification and experience as prescribed would be hired as Consultant (Young Consultant Grade). 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 (Young Consultant Grade)</b>	
No. of vacancies	Consultant (Young Consultant Grade) - 2	
Qualifications	Consultant (Young Consultant Grade) <b>Essential: M. Tech / B.E. / B. Tech</b> from a reputed and Govt. recognized Institution or equivalent. <b>Desirable:-</b> Masters / Bachelor's Degree with interdisciplinary knowledge of Electrical, Electronic, Mechanical, Industrial Machinery Equipment and Technology and Allied products and Industry.	
Mode of recruitment	Contract Basis	
Remuneration per month	<b>Consultant (Young Consultant Grade)</b> - Rs.60,000/- per month (initial). The yearly enhancement in remuneration may be as per the following:	
	<b>Performance</b>	<b>Enhancement in remuneration</b>
	Performance of only routine / assigned work.	NIL
	Consultant (Young Consultant Grade) 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 remuneration with the approval of Additional Secretary / Joint Secretary of the concerned division.
	In exceptional cases, where the individual Consultant (Young Consultant Grade) demonstrated exemplary performance and have made significant contribution in policy making	Upto 10% of the remuneration with the approval of Secretary, MHI.
	The total enhancement in remuneration shall not exceed 10% in any case.	
Age Limit	Candidate should be below 40 years of age as on 1 <sup>st</sup> January, 2023.	
Period of engagement	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.	



Eligibility	<p>Consultant (Young Consultant Grade)</p> <p><b>Essential: M. Tech / B.E. / B. Tech</b> from a reputed and Govt. recognized Institution or equivalent.</p> <p><b>Desirable:</b> Masters / Bachelor Degree 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 (Young Consultant Grade)</b></p> <p>Providing inputs relating to ratification of norms for Advance Authorizations issued to firms to allow zero duty import, technical analysis of applications related to import of restricted items, coordination of cases for the inter-ministerial Norms Committee meetings of Directorate General of Foreign Trade (DGFT), handling of matters related to Standard Input-Output Norms (SION) and related Foreign Trade Policy etc.</p>
Experience	<p>3 years of post-essential qualification experience of working in PSU / Government/ Research Organization/ Industry.</p> <p>Should have familiarity / working knowledge of the items as mentioned above under Job Description.</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 (Young Consultant Grade), the selected candidate will have to submit a statement of Good Health from a recognized physician and during his / her tenure as Consultant (Young Consultant Grade) in this Ministry, he / she will not be entitled for any medical benefits from this 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 10 days from the date of publication of advertisement on the MHI website (www.heavyindustries.gov.in). Applications will be accepted in online mode only. **The google form application link for Consultant (Young Consultant Grade) is also placed at Annexure-A.**

Google Form Link:

[https://docs.google.com/forms/d/e/1FAIpQLSdbv9\\_PuMh2AW3QlWZzfi7CSopWnqQWV42DE3-HLSxyoTTc4A/viewform?usp=sharing](https://docs.google.com/forms/d/e/1FAIpQLSdbv9_PuMh2AW3QlWZzfi7CSopWnqQWV42DE3-HLSxyoTTc4A/viewform?usp=sharing)



(R S Meena)

Under Secretary to the Government of India

Ph. 011-2306-1045 / 1073

रोहताश एस. मीना/R. S. MEENA  
अवर सचिव/Under Secretary  
भारी उद्योग मंत्रालय  
Ministry of Heavy Industries  
भारत सरकार/Govt. of India  
नई दिल्ली/New Delhi-110011

Google Form Link:

[https://docs.google.com/forms/d/e/1FAIpQLSdbv9\\_PuMh2AW3QIWZzfi7CSopWnqQWV42DE3-HLSxyoTTc4A/viewform?usp=sharing](https://docs.google.com/forms/d/e/1FAIpQLSdbv9_PuMh2AW3QIWZzfi7CSopWnqQWV42DE3-HLSxyoTTc4A/viewform?usp=sharing)

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**THE TERMS AND CONDITIONS OF ENGAGEMENT OF CONSULTANT  
(YOUNG CONSULTANT GRADE) in MINISTRY OF HEAVY INDUSTRIES (MHI)**

- i. He / She will be paid a consolidated remuneration of Rs.60,000/- (Rupees Sixty Thousand only) per month (minus Professional Tax/TDS as applicable), subject to the periodical completion of work certified by the Controlling / Reporting Officer. He / She will not get any House Rent Allowance, Dearness Allowance, Transport Allowance, Residential accommodation or residential telephone facility etc.
- ii. 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.
- iii. Prior to appointment as Consultant (Young Consultant Grade), the individual will have to submit a statement of Good Health from a recognized physician. He / She is also required to bring his / her original educational / experience certificates, identity proof i.e. Aadhaar or Voter Id card etc. for verification by this Ministry.
- iv. 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.
- v. The Consultant (Young Consultant Grade) 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.
- vi. The Consultant (Young Consultant Grade) 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 (Young Consultant Grade) 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.
- vii. During the period of assignment with this Ministry, it is likely that the Consultant (Young Consultant Grade) may come across certain information of important or secret nature. The Consultant (Young Consultant Grade) 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 (Young Consultant Grade) shall not divulge any information gathered by him during the period of assignment to anyone who is not authorized to know/have the same.
- viii. The Consultant (Young Consultant Grade) is expected to display utmost honesty, secrecy of office and sincerity while discharging duties. In case the services of the Consultant (Young Consultant Grade) 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.

- ix. 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.
- x. Ministry may terminate the engagement in following condition:
  - a. The Consultant (Young Consultant Grade) is unable to address the assigned work.
  - b. The quality of work is not up to the satisfaction of the Ministry.
  - c. The Consultant (Young Consultant Grade) fails the timely achievement of the milestones as decided by the Ministry.
  - d. The Consultant (Young Consultant Grade) is found lacking in honesty and integrity.
  - e. The engagement of Consultant (Young Consultant Grade) 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 (Young Consultant Grade) wants to resign, He / She will have to give One month's advance notice or remuneration in lieu thereof before resigning from the engagement.
- xi. Confidentiality of Data and Documents
  - a. The Consultant (Young Consultant Grade) 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.
  - b. The Consultant (Young Consultant Grade) shall be bound to hand over the entire set of assignment of the Ministry before the expiry of the contract and before the final payment is released by the Ministry.
- xii. Other terms and conditions not mentioned above shall be as per this Ministry's guidelines dated 21<sup>st</sup> October, 2021 and 12<sup>th</sup> June, 2023.

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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 2<sup>nd</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> <ol 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> </ol> <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><b>Confidentiality of Data and Documents</b></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/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)

A-45011/7/2023-Admn  
Government of India  
Ministry of Heavy Industries  
Administration Section  
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Udyog Bhawan, New Delhi  
Dated the 12<sup>th</sup> June, 2023

**OFFICE MEMORANDUM**

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

The undersigned is directed to refer to this Ministry's OM of even number dated 21.10.2021 vide which the procedure and guidelines for the engagement of Technical/ Professional consultant were issued. To ensure uniformity in the process of engagement or extension, the following clarifications are issued:

- i) The concerned Division will obtain the concurrence of Financial Adviser and approval of Secretary (HI) for engaging the requisite number of Technical / Professional Consultants / Consultants (Retd. Govt. Servant) from the necessity and financial angle clearly bringing out initial tenure of engagement and provision for subsequent extensions based on requirement and suitability.
  - ii) After obtaining of such approval of SHI for engaging a specific number of Consultants, all other matters such as publishing of advertisement for applications, constitution of selection panel, appointment of selected candidates and their subsequent extensions, increase of remuneration (up to 5% of the remuneration) etc. shall be done with the approval of the concerned Additional Secretary / Joint Secretary / Economic Adviser of the Division concerned.
  - iii) In the advertisement and in the appointment letter, the tenure of the consultant should be clearly indicated. In case the initial engagement of consultants is primarily set for a period of one year then it should also mention extensibility of tenure up to four more years on annual basis subject to satisfactory performance and requirement of the concerned Division. Appointment of consultant should not be more than five years in any case.
  - iv) Before appointing or giving extension to any consultant, the availability of fund in the concerned budget head should be ensured.
2. All the concerned divisions are requested to engage consultants or extend their tenure accordingly.
  3. This issues with the approval of the Secretary (HI) and concurrence of IF Wing.

*M. V. Ch. Padmavathi*  
(MV Ch Padmavathi) 12/06/23  
Under Secretary to the Govt. of India

To

1. PPS to JS(HEI)/JS(MS)/JS(Auto)/EA
2. All Directors/DSs of MHI
3. All officers through e-Office Notice Board.

Copy for information to

Sr. PPS to SHI