

F.No.1/1/2020-HEI (PT.)
Government of India
Ministry of Heavy Industries

Udyog Bhawan, New Delhi.
Dated 07.06.2024.

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) to attend to the specific and time-bound tasks of the Ministry. Only persons with requisite qualifications and experience as prescribed would be hired as a Consultant (Young Consultant Grade). Details of the post and terms & conditions as well as period of engagement, eligibility, experience, etc. are as under:

Sl. No.	Job title	Consultant (Young Consultant Grade)
1.	No. of vacancy	02 (Two)
2.	Qualification	Essential- B.Tech/B.E. in Electrical/Mechanical Engineering or equivalent degree from a reputed & Government recognised institution. Desirable- Master/PhD degree with interdisciplinary knowledge of Electrical, Mechanical, Chemical, Mining, Energy Storage & Battery Technology, Advanced Material Science & Technology, or equivalent specialization in a relevant field. Additional qualifications, research experience, published papers, and post-qualification experience in the relevant field would be preferred.
3.	Mode of Recruitment	Contract Basis



..2/-

4. Remuneration per month	<p>Rs.60,000/- per month. The yearly enhancement in remuneration may be as per the following:</p> <table border="1" data-bbox="456 349 1386 1114"><thead><tr><th data-bbox="456 349 937 426">Performance</th><th data-bbox="937 349 1386 426">Enhancement in remuneration</th></tr></thead><tbody><tr><td data-bbox="456 426 937 504">Performance of only routine/assigned work</td><td data-bbox="937 426 1386 504">NIL</td></tr><tr><td data-bbox="456 504 937 769">Consultant who has made significant contribution in his/her domain and has shown exceptional quality in providing the desired output as expected by higher authorities.</td><td data-bbox="937 504 1386 769">Upto 5% of the remuneration with the approval of the Additional Secretary/ Joint Secretary of the concerned Division.</td></tr><tr><td data-bbox="456 769 937 1035">In exceptional cases, where the individual Consultant demonstrated exemplary performance and have made a significant contribution in policy making.</td><td data-bbox="937 769 1386 1035">Upto 10% of the remuneration with the approval of the Secretary, Ministry of Heavy Industries</td></tr><tr><td colspan="2" data-bbox="456 1035 1386 1114">The total enhancement in remuneration shall not exceed 10% in any case.</td></tr></tbody></table>	Performance	Enhancement in remuneration	Performance of only routine/assigned work	NIL	Consultant who has made significant contribution in his/her domain and has shown exceptional quality in providing the desired output as expected by higher authorities.	Upto 5% of the remuneration with the approval of the Additional Secretary/ Joint Secretary of the concerned Division.	In exceptional cases, where the individual Consultant demonstrated exemplary performance and have made a significant contribution in policy making.	Upto 10% of the remuneration with the approval of the Secretary, Ministry of Heavy Industries	The total enhancement in remuneration shall not exceed 10% in any case.	
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5. Age limit	Candidates should be below 40 years of age as on 01.01.2024.										
6. Period of Engagement	Initially, the tenure of engagement shall be for a period of three (03) years, which can be extended up to two (02) more years on annual basis subject to the satisfactory performance & the requirements of the concerned Division.										

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7.	Eligibility and Experience	<p>Experience: Preference will be given to the candidates with work experience in the field of Electrical Industry, Machine & Tool Industry, Chemical Industry, Mining Industry, Energy Storage & Battery Technology, Advanced Material Science & Technology, Free Trade Agreement, Trade policy, Trade barriers, import surge analysis, related works & projects, etc.</p> <p>Job Description: Work related to (i) bilateral and multilateral cooperation Trade Facilitation under Free Trade Agreement, (ii) providing inputs on matters related to Energy Storage, Advanced Material Science & Technologies and Advanced Chemistry Cells, (iii) Critical Minerals, R&D, Supply Chain, (iv) Preferential Trade Agreement and other Economic Comprehensive Agreements, (v) providing inputs for matter related to Trade Policy, (vi) Technical Barriers to Trade (TBT), (vii) Mutual Recognition Agreements (MRAs)/Conformity Assessments, (viii) WTO related matters, Impact Analysis, (ix) Monitoring & Outreach for Import and Export Diversification and similar related issues, (x) public policy for Electrical equipment industry, formulation and evaluation of proposals, (xi) appraisal and monitoring of government projects and schemes, preparation of concept notes, and designing promotional initiatives for the HEI sector. Any other work as assigned by the Competent Authority.</p>
8.	Mode of Selection	Short-listed candidates who meet the requisite qualification/experience criteria for the above post will be called for an interview.
9.	Medical	Prior to appointment to Consultant (Young Consultant Grade), the selected candidates will have to submit a medical fitness certificate of sound health from a recognised medical practitioner & during the tenure of engagement as Consultant, he/she will not be entitled to any medical benefits from the Ministry.
10.	General terms and conditions	Annexure-I
11.	Other terms and conditions	Other terms & conditions not mentioned above will be governed as per the guidelines issued by MHI dated 21.10.2021 (Annexure-II)
12.	Place of Posting	New Delhi

Submission of application: Eligible candidates may apply in the given format (Annexure-III) within 15 days from the date of publication of the advertisement on the MHI website (www.heavyindustries.gov.in).

Applications may be sent online to the following emails:

- (i) dirhei-mhi@gov.in
- (ii) divhei-dhi@gov.in

Applications may also be sent through the google forms:-

https://docs.google.com/forms/d/e/1FAIpQLSeWYbdOz67n-pXZaadxe9TUjgvbAmvSYNPrMa_VIGyCJtoTg/viewform?usp=pp_url



(Uday Bhan Singh)
Deputy Secretary to the Govt. of India

General Terms & Conditions:

1. Initially, the tenure of engagement as Consultant will be for the period of three (03) years purely on a contract, which can be extended up to two (02) years annually subject to the satisfactory performance and the requirements of the concerned division.
2. A consolidated remuneration of Rs. 60,000/- per month will be paid to the Consultant. The Consultant, who have made a 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 the completion of one (01) year on annual basis in case the tenure is extended. The enhancement of of the remuneration upto 5% with the approval of the Additional Secretary/ Joint Secretary concerned and 10% with the approval of the Secretary (HI) will be allowed. (The total enhancement in remuneration shall not exceed 10% annually in any case).
3. Essential Qualification- B.Tech/B.E. in Electrical/Mechanical Engineering or equivalent degree from a reputed & Government recognised institution acquired after the study of 4 or more years after 10+2.
4. Desirable Qualification- Master/PhD or equivalent degree with interdisciplinary knowledge of Electrical, Mechanical, Chemical, Mining, Energy Storage & Battery Technology, Advanced Material Science & Technology or equivalent specialization in the relevant field. Additional qualifications, research experience, published papers, and post-qualification experience in the relevant field would be preferred.

(Any specific educational qualifications may be prescribed as per the actual requirement of the division).
5. The preference will be given to the candidates with work in the fields of electrical industry, machine & tool industry, chemical industry, mining industry, energy storage & battery technology, advanced material science & technology, free trade agreement, trade policy, trade barriers, import surge analysis & related works and projects, etc.
6. The upper age limit of the candidates shall be 40 years.
7. The place of posting shall be in the Ministry of Heavy Industries, Udyog Bhawan, New Delhi.
8. The incomplete applications or applications without self-attested copies of certificates of qualifications, age, etc. are liable to be rejected.
9. The list of all the eligible & ineligible candidates in all the categories is proposed to be placed on the website.
10. The successful candidates are proposed to be intimated individually by e-mail/speed post & by placing the category-wise list on the website.

11. The candidates shall not be entitled to any travel allowance, etc. for attending the test/ interview or for joining the place of posting.
12. The selected candidates will be required to join the place of posting within the prescribed period as and when communicated by MHI.
13. The contract will be subject to medical fitness & the selected candidates is required to submit a good health certificate from a Registered Medical Practitioner to this effect at the time of joining.
14. The selected candidates i.e. Consultant (Young Consultant Grade) will not be entitled to any allowances such as TA/ DA/ CCA/ HRA/ CGHS/ medical reimbursement or any other relief, etc. He/she will not be entitled to any telephone facilities/ mobile bill reimbursement, etc. Also, he/she will not be entitled to any benefits like Provident Fund, Pension, Insurance, Gratuity, Seniority, Promotion, etc., or any other benefits available to a Government Servant.
15. The Consultant will not be granted any claim or right or preference for regular appointment to any post in MHI or in the Government set-up. 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 of absence from duty other than on holidays & casual leave, a proportionate amount would be deducted from the monthly remuneration. Also, non-availed leave shall neither be carried forward to next year nor encashed.
16. The Consultant 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.
17. The Consultant shall perform the duties assigned to him/her. 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.
18. The basic infrastructure like office space, furniture, stationary, computer, internet access, e-office, NIC email, etc., wherever required, will be provided to the Consultant by the Ministry so that assigned duties may be handled smoothly by the Consultant.
19. MHI will not be held responsible if there is any mishappening/ untoward incident, etc. inside or outside MHI.
20. The Consultant 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.
21. The Consultant shall avoid any action & 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.

22. The Consultant 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 his assignment in the Ministry without express written consent of the Ministry. More importantly, the Consultant shall not divulge any information gathered by him/her during the period of the contract to anyone who is not authorized to know/ have the same.

23. During the period of contract with the Ministry, 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 the contract but also thereafter.

24. The Consultant 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.

25. 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 Government, his/her service will be liable for discontinuation without assigning any reason.

26. If any declaration given or information furnished by the Consultant proves to be false or if he/she is found to have wilfully 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.

27. The Ministry may terminate the engagement of the Consultant (Young Consultant Grade) in the following conditions:

- (i) The consultant is unable to complete the assigned work timely;
- (ii) The quality of work is not up to the satisfaction level 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 knowledge, honesty, and integrity.

28. The engagement of the consultant can be terminated by the Ministry at any time without assigning any reason thereof by giving him/her one month's notice. However, in case the consultant wishes to resign, he/she will have to give three month's advance notice or remuneration in lieu thereof before resigning from the engagement.

29. Other terms & conditions not mentioned above shall be governed as per the guidelines issued by MHI dated 21.10.2021.

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

Udyog Bhawan, New Delhi
Dated the 21st October, 2021

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

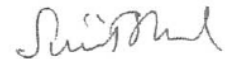
In view of the requirement of technically/ professionally qualified manpower by different Divisions in the Ministry, it has been decided to engage the Technical / Professional Consultants on contractual basis. The engagement of such consultants will be done by the concerned Divisions in MHI based on 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/-
	<p>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.</p>				
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:				
	<p>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.</p>				
	<p>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</p>				

	*Any specific Educational Qualifications may be prescribed as per actual requirements 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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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 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 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 on 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	<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/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)

APPLICATION FORM FOR CONSULTANT (YOUNG CONSULTANT GRADE)
IN MHI ON CONTRACT BASIS

1. Name: _____
2. Age _____
3. Date of Birth*: _____
4. Father's Name: _____
5. Nationality: _____
6. Address for Correspondence: _____

7. Permanent Address: _____

8. Phone No.: _____
9. e-Mail Address: _____

10. Educational Qualification starting from the minimum qualification prescribed in the advertisement* (on separate sheet):

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

11. *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			

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

Signatures of the Candidate

Date & Place: