

No- A-45011/10/2022-Admn  
Government of India  
Ministry of Heavy Industries  
Administration Section

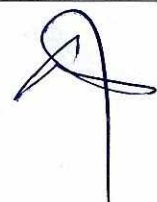
Udyog Bhawan, New Delhi-11  
Dated 21<sup>st</sup> June, 2024

**VACANCY CIRCULAR**

**Subject: Engagement of a Consultant (Grade-I) in Ministry of Heavy Industries-reg.**

Ministry of Heavy Industries seeks to engage one Consultant (Grade I) for attending to specific and time-bound matters concerned with the Annual Capacity Building Plan and Capacity Building Unit in respect of Ministry of Heavy Industries. Only persons with requisite qualification and experience as prescribed would be hired as Consultant (Grade I). Details of the posts and terms and conditions as well as period of engagement, eligibility, experience etc. are as under:

Job title	<b>Consultant (Grade I)</b>	
No. of vacancies	<b>01 (One)</b>	
Job Description	Work related to Annual Capacity Building Plan, Capacity Building Unit, training on iGOT Karmayogi Portal, assistance with administrative work, E-Office and e-HRMS.	
<b>Eligibility Conditions:</b>		
Qualifications	<b>Essential:</b> Master's Degree in Computer Application/Data Science/Data Analytics or MBA in HR Management or BE/B.Tech in Computer Science/ Data Science/ Data Analytics <b>Desirable Qualification:</b> Persons with working experience handling of online software based platform related to HR Management will be given preference. <b>Other Attributes:</b> Candidates should have good knowledge of working on computer including Power Point, Word and excel and should also possess good inter- personal and strong communication skills.	
Age Limit	Candidates should be below 45 years of age as on 01 <sup>st</sup> Januray, 2024.	
Experience	3 to 8 years of post-essential qualification experience of working in PSU / Government/ Research Organization/ Industry.	
Mode of recruitment	Contract Basis	
Remuneration per month	Rs. 80,000/- per month (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	<b>Nil</b>
	Consultant who have made significant contribution in his/her domain and have shown exceptional quality in providing	Upto 5% of the remuneration with the approval of the Competent Authority.



	the desired output as expected by higher authorities.	
	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 the Competent Authority.
	The total enhancement in remuneration shall not exceed 10% in any case.	
Allowances	No Govt. allowances shall be admissible to Consultant Grade-I. However, if the Consultant is required to undertake domestic Tours for official work, they will be eligible to claim travelling allowance as per MHI guidelines dated 21.10.2021.	
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.	
Mode of selection	Short listed candidates who meets the Qualification / Experience criteria for the above vacancies will be called for interview through online or offline mode.	
Medical	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.	
Other terms and conditions	Other terms and conditions not mentioned above will be as per the guidelines issued by MHI dated 21.10.2021 (copy attached)	
Place of posting	New Delhi	

*\*Detailed Terms & Conditions are placed at Annexure A.*

**Submission of applications-** Eligible candidates may apply online on the link given below latest by 12<sup>th</sup> July, 2024. Applications shall be accepted in online mode only. The google form link for applying for Consultant Grade-I is as under:

<https://forms.gle/zwrhwUZkCARSnhK59>



(Khamchin Naulak)

Under Secretary to the Government of India

Ph no. 2306 3189

E-mail: k.naulak@nic.in

Google form application link:

<https://forms.gle/zwrhwUZkCARSnhK59>

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

- i. He / She will be paid a consolidated remuneration of Rs.80,000/- (Rupees Eighty Thousand only) per month (minus Professional Tax/TDS as applicable) for the post of Consultant (Grade-I), 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 (Grade-I) 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 Grade-I, 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 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.
- vi. 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. He/ She 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 (Grade-I) may come across certain information of important or secret nature. He/ She, 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.
- viii. 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.

- 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 his/ her engagement in this Ministry.
- x. Ministry may terminate the engagement in following condition:
  - a. The Consultant (Grade-I) is unable to address the assigned work.
  - b. The quality of work is not up to the satisfaction of the Ministry.
  - c. The Consultant (Grade-I) fails the timely achievement of the milestones as decided by the Ministry.
  - d. The Consultant (Grade-I) is found lacking in honesty and integrity.
  - e. 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) 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 (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.
  - b. The Consultant (Grade-I) 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.