

Sir,

I am directed to say that Ministry of Development of North Eastern Region is inviting applications for willing and eligible retired officers of Central Government/State Government/PSUs/Autonomous Bodies/Statutory bodies/ex-servicemen who have retired from the post of Under Secretary/ Section Officer level or equivalent for engagement as Consultants on contract basis for a period of one year in the Infrastructure Wing of Ministry of Development of North Eastern Region (M/o DoNER) East Block 10, Sector 1, R.K. Puram, New Delhi- 110066.

2. The terms and conditions for engagement of consultants shall be regulated in accordance with the Department of Expenditure's O.M. No. 3-25/2020-E.IIIA dated 19.12.2020, as amended from time to time.

3. The details including number of positions, eligibility criteria, Terms of Reference etc. are enclosed as **Annexure-I**. The details guidelines (copy enclosed) for engagement as Consultants are also available on the website of this Ministry at <https://www.mdoner.gov.in>.

4. It is requested that the above said vacancies may be circulated among the retired Officers of armed forces with the directions to apply for the post in the prescribed format (copy enclosed) and sent the application to Under Secretary (Infrastructure Wing), Ministry of DoNER, East Block 10, Sector 1, R.K. Puram, New Delhi- 110066 (email: [nitai.kumar@gov.in](mailto:nitai.kumar@gov.in)) through e-mail/speed post within 30 days from the date of circulating the vacancy by Directorate General of Resettlement.

**Annexure-I**

**Guidelines for engagement of Consultants in the Ministry of Development of North Eastern Region**

Ministry of Development of North Eastern Region (MDoNER) hereby invites applications to engage three CONSULTANTS for attending to specific and time-bound jobs in the Ministry. Only persons with requisite qualification and experience as prescribed would be engaged as Consultants. It is mandatory for applicants to provide email id & any application received without email id shall be rejected. The means of communication between the Ministry and candidates shall be email/speed post. The application should be submitted in the prescribed format given at **Annexure-II** only. The requisite qualification for applicants and details of the terms & conditions of engagement of CONSULTANTS is as follows:-

**1. Eligibility:**

**1.1 Qualifications:**

1.1.1 Essential: Graduate Degree or equivalent from any recognized University.

1.1.2 Desirable: Persons with working experience in Scheme/Project Division of Central Government/State Government/PSUs/Autonomous bodies/Statutory bodies will be preferred.

1.1.3 Work Experience: Minimum of two years of Work Experience in project management or other areas relevant to the job description.

1.1.4 Other Attributes: Candidates should have good working knowledge of technology based skills on the computer and ability to work on ICT applications. They should also possess strong communication and interpersonal skills.

1.2 **Age limit:** Candidate's age must be below the 62 years as on date of application.

**2. Remuneration and Allowances:**

2.1 **Remuneration:** As specified in Department of Expenditure's O.M. No.3-25 / 202 L-E.Ilt A dated 09.12.2020 i.e. last Pay Drawn minus Pension.

**2.2 TA/DA:**

2.2.1 No TA/DA shall be admissible for joining the assignment or on its completion.

2.2.2 No TA/DA shall be payable for attending the interviews/written test etc.

2.3 **Transport Allowance:** An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain

**2.4 Other Allowances:** No other facilities such as DA, accommodation, residential phone/ conveyance/ transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible to the consultants.

**2.6 Tax Deduction at Sources (TDS):** TDS as admissible shall be deducted from the monthly remuneration of CONSULTANTS. A TDS certificate shall be issued by the concerned DDO on demand.

3. **Place of Posting:** CONSULTANT shall be engaged the Infrastructure Wing of Ministry of Development of North Eastern Region, New Delhi.

4. **Period of Engagement:** Initially for a period of 1 year (can be extended upto 3 years - one year at a time depending on requirement/vacancy within Ministry).

5. **Leave:** Leave of 8 days shall be allowed in a year on pro-rata basis. The leaves shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis.

5. **Attendance & Working days:**

5.1 The working hours of the professionals shall be same as regular Government employees working in MDoNER. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sundays/ Gazetted holidays. Compensatory leave in such cases shall be at the discretion of the AS/JS of the concerned division.

5.2 The attendance shall be marked in the Biometric system by the CONSULTANTS.

5.3 A CONSULTANT shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on pro-rata basis).

6. **Service Condition:** The CONSULTANT shall not, except with the previous sanction of Ministry of Development of North Eastern Region, in the *bona fide* discharge of his duties, publish a book or a compilation of articles or participate in a radio broadcast or representing any private entity in legal or commercial matters or contribute an article or write a letter to any newspaper or periodical, either in his own name or anonymously or pseudonymous in the name of any other person, if such book, article, broadcast, uses any information that he may gather as part of this CONSULTANT assignment.

7. **Confidentiality and Secrecy:**

7.1 During the period of assignment with Ministry of Development of North Eastern Region, the CONSULTANT would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him during the period of his assignment to anyone who is not authorized to know the same and the consultants would be required to sign a non-disclosure undertaking as per **ANNEXURE-III.**

7.2 Selected candidates shall provide integrity certificates from 2 references known to them.  
7.3 A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court is pending against them

8. **Termination of Services and requirement of notice:**

8.1 In case a professional wishes to resign from his/her position, he/she shall furnish at least one month's notice period or salary in lieu thereof. Secretary (MDoNER) may waive off the condition for notice period/salary in lieu thereof, in deserving cases.

8.2 MDoNER shall have powers to terminate any or all the professionals at any time without assigning any reason, with the approval of the Secretary (MDoNER).

8.3 Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

9. **Selection Procedure:**

9.1 All the applications received will be scrutinized by opting members from each scheme division and data of eligibility of candidates will be tabulated. Scrutiny Committee will be headed by Joint Secretary (Infra Wing.). The scrutinized/shortlisted applicant will be called for personal interview at Vigyan Bhawan Annexe, New Delhi before a Selection Committee headed by Joint Secretary (Infra Wing.), MDoNER; Deputy Secretary (Administration) and Deputy Secretaries of Infra wing will be the members. Direct interview will be held if number of shortlisted candidates remains upto 15 numbers.

9.2 If more than 15 candidates are shortlisted by the scrutiny committee, then a written test as well as interview will be held. The weightage of written test and interview will be in the ratio 70:30.

10. **Annual Performance Report:** An Annual Performance Appraisal of the Consultant would be undertaken through an Annual Performance Report (APR).

11. **Review of Guidelines:** These instructions may be reviewed as and when the circumstances so warrant with the approval of the Competent Authority.

12. **Relaxation:** Any relaxation in the above guidelines would require prior approval of Secretary, MDoNER.

13. This issues in consultation with Integrated Finance vide ID No.2149/IFD/2021 dated 01.12.2021 and approval of Secretary (Development of North Eastern Region).

**Application for engagement of retired Central and State  
 Government/PSUs/Autonomous Bodies/Statutory Bodies officials as  
 Consultant in Ministry of Development of North Eastern Region**

1.	Name	:	
			Photo  Self-Attested
2.	Father's Name	:	
3.	Date of Birth	:	
4.	Address of Correspondence	:	
5.	Permanent Address	:	
6.	Contract Details	Mobile No.	:
		Landline No.	:
		Email ID	:
7.	Domicile	:	
8.	Nationality	:	
9.	Educational Qualification & Experience		
<b>A. Details of Education Qualification possessed</b>			
	<b>Course Passed</b>	<b>Subject</b>	<b>University/Institute</b>
			<b>Year of Passing</b>
			<b>Division/Class</b>
<b>B. Details of Experience possessed</b>			
	<b>Organisation</b>	<b>Period</b>	
		<b>From</b>	<b>To</b>
			<b>Nature of work attended</b>
10.	Post held on the date of retirement from Government Service		
11.	The details of Last pay drawn on the date of retirement (Also attach PPO No. & LPC)		
12.	Whether (General/SC/ST/OBC)		
13.	Whether agreed to the terms and conditions indicated in the circular to which the proforma is annexed? (Your answer must be yes or No, otherwise application will be liable for rejection)		

**(Signature)  
 Name & Address**

**Date:  
 Place:**

NON-DISCLOSURE UNDERTAKING

To,  
The Joint Secretary (Infrastructure Wing)  
Ministry of DoNER  
Vigyan Bhawan Annexe,  
New Delhi-110011.

Sir,

I hereby undertake to-

- i. Treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
  - ii. Not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
  - iii. To hold such confidential information in trust and confidence both during and after the terms of my engagement.
  - iv. Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with MDoNER which would otherwise conflict with my obligations towards MDoNER.
  - v. To abide by data security policy and related guidelines issued by MDONER.
  - vi. Shall not resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
2. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the MDoNER any records/material, equipment, documents or data which is of confidential nature.
3. I shall keep MDoNER informed of any change in my address or contact details during the period of my engagement.
4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
5. For the purpose of this undertaking, Confidential Information means any information received from any source, whether in physical electronic or in digital format.

Yours faithfully,

Signature.....

(Name.....)

Address.....

Dated.....

Personal Contact No.....