

**V.V. Giri National Labour Institute, Sector 24, NOIDA**

**Advertisement for Project Team for Developing Training Materials Modules on Behavioural Skills and Other Training Inputs**

Vacancy/Job Title - **Advertisement for Consultant** (V.V. Giri National Labour Institute, Sector 24, NOIDA)

Vacancy/Job Description- **Applications invited for Consultant** position in a project titled “Developing Training Materials Modules on Behavioural Skills and Other Training Inputs” (duration 04 months)  
(No. of Vacancy 01)

Qualification: (i) P.G. in Social Science and (ii) Having relevant experience of 10 years in conducting training/research and preparing training module in behavioural skills.

For retired Government Officials *as per F.No. A-12034/11/2018-Admn.I, Dated: 30 November, 2018,* Ministry of Labour and Employment, Government of India (*attached as Annexure – I*)

Vacancy/Job Title - **Advertisement for Computer Operator** (V.V. Giri National Labour Institute, Sector 24, NOIDA)

Vacancy/Job Description.- **Applications invited for Computer Operator** position in a project titled “Developing Training Materials Modules on Behavioural Skills and Other Training Inputs” (duration 04 months) (No. of Vacancy 01)

Essential Qualification: Graduate with Diploma in Computer.

Interested candidates are requested to send their updated CV by email - [balashashi.vvgnli@gov.in](mailto:balashashi.vvgnli@gov.in)

**Contact Person: Dr. Shashi Bala, Fellow,VVGnLI,NOIDA**

**Contact Email: [balashashi.vvgnli@gov.in](mailto:balashashi.vvgnli@gov.in)**

**Date of Announcement 04-02-2019**

**Last date of submission of application 25-02-2019**

F.No. A-12034/11/2018-Admn.I  
Government of India/Bharat Sarkar  
Ministry of Labour & Employment/Shram aur Rozgar Mantralaya  
Main Secretariat/Mukhya Sachivalaya  
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Shram Shakti Bhawan, Rafi Marg,  
New Delhi Dated the 30 November, 2018

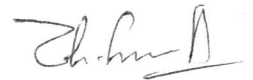
**OFFICE MEMORANDUM**

**Subject: Comprehensive guidelines for engagement of retired Government officers/officials as Consultant -reg.**

The undersigned is directed to say that comprehensive guidelines have been formulated with the approval of Competent Authority of the Ministry regarding engagement of retired Government officers/officials as Consultants in Ministry of Labour & Employment (Main Secretariat) and its attached/ subordinate/ field offices with the purpose to bring uniformity and transparency in such engagements.

2. These guidelines, which have been uploaded on the website of Ministry of Labour & Employment, may be noted for compliance

End: As above.



(C.S. Rao)

Under Secretary to the Govt. of India

To,

1. All Officers and Sections, Ministry of Labour & Employment.
2. NIC, Ministry of Labour & Employment ---- with a request to upload these guidelines on the Ministry's website under the heading 'Documents' and on e-Office under 'Notice Board' as well as under 'Quick Links'.
3. Guard File.

**GUIDELINES FOR ENGAGEMENT OF RETIRED GOVERNMENT OFFICERS/ OFFICIALS AS CONSULTANT IN MINISTRY OF LABOUR AND EMPLOYMENT (MAIN SECRETARIAT) AND ATTACHED/ SUBORDINATE/ FIELD OFFICES UNDER ITS ADMINISTRATIVE CONTROL**

With the objective to bring transparency and uniformity in the engagement of Consultants, the following guidelines are laid down in exercise of the powers conferred by Rule 179 of General Financial Rules, 2017, for engagement of retired government Officers/employees as Consultants.

**1. PURPOSE, SCOPE AND SUBORDINATION**

- 1.1 **Purpose:** The purpose of these guidelines is to define the broad policies and procedures for selection and monitoring of consultants engaged by Ministry of Labour & Employment (MoL&E) and the attached/ subordinate/ field offices under its administrative control.
- 1.2 **Scope:** These instructions shall apply to MoL&E [Main Secretariat] and all its attached, subordinate and field offices located across the country except ESIC & EPFO. ESIC & EPFO may use these guidelines if they find them fit for their organizations.
- 1.3 In Government, Consultants engaged may be classified into the following three categories:
- (a) **Institutional Consultants:** Where an organization/agency/firm/ institution/ joint venture of persons are hired for doing a specific job/project.
- (b) **Individual Consultants:** Where individuals having academic or professional degree and/or working experience in the particular subject are hired from open market or through consultancy firms/agencies for a specific job/project.
- (c) **Retired Govt. employees as Consultants:** Retired Govt. officers/ officials are, engaged as Consultant for all purposes including general secretariat/ administrative work & works under various schemes.

Basic rules and procedures for hiring Consultants under the first two categories are prescribed in GFR, 2017 and detailed guidelines are given in Manual of Policies and Procedure for Employment of Consultants issued by Ministry of Finance. **Therefore, guidelines prescribed herein shall apply to engagement of Consultants under third category only, i.e., “Retired Govt. employees as Consultants”.**

- 1.4 These instructions flow from and are subordinate to GFRs, and in the event of any variance between the two, the latter shall prevail.

**2. DEFINITIONS AND EXPRESSIONS**

“Ministry” means Ministry of Labour & Employment (Main Secretariat) and its attached/subordinate offices. Approving authorities would be as under:

	<b>Competent Authority</b>	<b>Competent Financial Authority</b>
<b>Ministry (MS)</b>	Secretary (L&E)	AS&FA/ JS&FA
<b>Attached/ Subordinate/ Field Offices</b>	Head of Organization <b>or</b> as per DFPR	AS&FA / JS&FA

### 3. REMUNERATION, ALLOWANCES AND WORKING HOURS

- 3.1 **Remuneration:** The maximum amount of monthly consolidated fee and Local Conveyance payable to different categories of Consultants shall be as under:

Level of Pay in Pay Matrix	Remuneration	Conveyance Allowance
Level 5 to Level 7 of the Pay Matrix (Equivalent to Pre-revised Pay Scale with GP of ~ 2400/- to ~ 4600/-)	~ 30,000/-	Rs.3,000/-
Level 8 to 10 (GP of ~ 4800 to ~ 5400)	~ 40,000/-	
Level 11 (GP of ~ 6600)	~ 50,000/-	
Level 12 and 13 (GP of ~ 7600 and ~ 8700)	~ 60,000/-	Rs.5,000/-
Level-14 and above	~ 75,000/-	

**Note 1** - *The total monthly remuneration and the Pension drawn by the consultant shall not be more than the Last Pay Drawn by him calculated at the current rates of Dearness Allowance.*

**Note 2** - *Enhanced remuneration may be paid to deserving officials on case to case basis with the approval of Secretary (L&E) and IFD of Ministry of Labour & Employment on account of special expertise/ experience in the concerned field.*

- 3.2 **Allowances:** Consultants shall not be entitled to any kind of allowance or accommodation facility e.g. Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS, and Medical Reimbursement etc. However, Conveyance allowance shall be paid at the rates mentioned in the table above (Para 3.1).
- 3.3 **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of Consultants is not permitted at all. However, should they require to travel inside the country in connection with the official work of the Ministry, TA/DA as admissible to a regular employee of the same grade, he/she retired from, will be paid to him/her after obtaining approval of the competent authority.
- 3.4 **Drawal of Pension:** A retired Government official appointed as consultant shall continue to draw pension and the dearness relief on pension during the period of his engagement as consultant. His/her engagement as Consultant shall not be considered as a case of re-employment
- 3.5 **Leave:** Consultants shall be eligible for Eight (08) Days leave in a calendar year on pro-rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultants. Also, un-availed leave shall neither be carried forward to next year nor encashed.
- 3.6 **Tax Deduction at Source (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.



- 3.7 **Working Hours:** Consultants may follow the normal working hours as prescribed (i.e. 09:00 AM to 05:30 PM). However, as per the exigency one has to sit late to complete the time bound work. Attendance would be made through Biometric Attendance System.

#### 4. **QUALIFICATION AND EXPERIENCE OF CONSULTANTS**

- 4.1 He/She should be a Retired Employees of Central Government/ State Government/ PSU/ Autonomous Body having considerable experience of functioning of Central Government Ministries/ Departments.
- 4.2 He/ She should have effective communication and interpersonal skills with a strong flair for in-depth examination relating to Policy Matters/ Administration/ Finance/ Any other Requisite Field.

#### 5. **AGE-LIMIT**

Normally, the maximum age limit for all categories of Consultants will be 65 years. However, engagement beyond 65 years and upto 70 years may be resorted to in deserving cases with the approval of Secretary(L&E) keeping in view his/ her good health & level of expertise.

#### 6. **PROCEDURE FOR SELECTION OF CONSULTANTS**

- 6.1 Engagement of Consultants shall be done by inviting applications on the website of Ministry of Labour & Employment, i.e., <https://labour.nic.in/> only, in the manner as follows:

- (a) A circular/advertisement shall be uploaded on the website of the Ministry inviting applications from willing/ eligible persons for engagement as Consultants. The closing date for submission of applications should be at least 21 (twenty one) days from the date of issue of the circular.
- (b) A **Screening-cum-Selection Committee** shall be constituted by the Ministry/ office for selection of Consultants. The Committee shall consist of at least three members as under:

<b>Additional Secretary (L&amp;E)</b>	-	<b>Chairman</b>
<b>AS &amp; FA (L&amp;E)</b>	-	<b>Member</b>
<b>Joint Secretary (Admn.)</b>	-	<b>Member - Secretary</b>

The Chairman may invite the Bureau Head of the Concerned Division where the proposed Consultant will be deployed, if required.

- (c) The Committee shall first shortlist the applications on the basis of the criteria decided by it. Thereafter, the Committee may hold a personal interaction with the shortlisted candidates, if required. All the members of the Committee will separately assign the marks (out of 10) to interviewed Consultants. Those securing highest marks out of total 30 shall be recommended by the Committee for engagement. In case of stalemate, the decision of the Committee shall be final. Criteria for shortlisting could be experience in the relevant field, depth of relevant knowledge, qualification, etc.

6.2 After selection of suitable candidate(s) for appointment as Consultant and obtaining necessary approvals of Competent Authorities as mentioned in the Table in Para-2, an offer letter shall be issued to successful candidates clearly indicating the terms and conditions of engagement.

6.3 No Consultant shall be allowed to join without first submitting an undertaking towards acceptance of the terms and conditions as mentioned in the offer letter.

## **7. PERIOD OF ENGAGEMENT**

7.1 The initial engagement of a person as Consultant will be for the period as given in the Terms of Reference (ToR) or one year, whichever is less. After expiry of initial term, engagement may be extended, based on requirement of the Ministry and performance of Consultant(s) concerned, with the concurrence of AS&FA/ JS&FA & approval of Secretary(L&E), for a maximum period of one year at a time. Relaxation may be given in deserving cases.

7.2 The appointment of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy in the Ministry of Labour & Employment.

7.3 The appointment of Consultants is of a temporary (non-official) nature against the specific jobs.

7.4 The engagement of Consultants can be terminated by the Ministry/ office at any time without assigning any reason thereof by giving them 15 Days' notice. However, in case a Consultant wishes to resign, he will have to give 15 days' advance notice or remuneration in lieu thereof before resigning from the engagement.

## **8. ENGAGEMENT OF EXISTING CONSULTANTS WORKING IN MINISTRY**

The existing consultants in the Ministry/ Department/ Organization will continue as per their existing entitlements/ remuneration till they complete their sanctioned tenures. Such consultants, who are already engaged, after completion of their tenure, will be suitably adjusted in the new grades as per these guidelines, on request of the consultant.

## **9. LIMIT ON ENGAGEMENT OF CONSULTANTS**

9.1 Engagement of Consultants should be done only in urgent and emergent cases where expert/professional services are required for urgent and identifiable work and should not be used as a common practice.

9.2 Every proposal for engaging a Consultant shall invariably mention the following:

- (a) Whether the proposed engagement is for a specific work/ project;
- (b) The estimated time period required for such work/ project to complete;
- (c) What experience/ expertise/ skills and knowledge in the relevant field are possessed by the person being recommended for engagement as Consultant.



9.3 With above comments, the proposal shall thereafter be submitted first to AS&FA/ JS&FA and then to Secretary(L&E) for final approval or the Minister in-charge, in case the Consultant(s) at the level of Joint Secretary or above.

9.4 Before engaging Consultants or extending their tenure it must be ensured that funds for payment of their remuneration are available.

## **10. CONFIDENTIALITY OF DATA AND DOCUMENTS**

10.1 The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Ministry/ Department/ Organization shall remain with the Ministry/ Department/ Organization

10.2 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for the Ministry/ Department/ Organization, without the express written consent of the Ministry/ Department/ Organization.

10.3 The consultant shall be bound to hand-over the entire set of records of assignment to the Ministry/ Department/ Organization before the expiry of the contract and before the final payment is released by the Department/ organization.

## **11. CONFLICT OF INTEREST**

11.1 The Consultant appointed by the Ministry/ Department/ Organization, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Ministry/Department/Organization nor will he indulge in any activity outside the terms of the contractual assignment.

11.2 The Consultant will not be entitled for any benefit/compensation absorption/ regularization of service with this Department.

## **12. MODEL FORMATS AND APPLICATIONS**

12.1 A circular calling for applications for Consultants shall invariably include the following:

- (i) Format of application -A model format of application is given In the **Annexure-I**
- (ii) Period of engagement and the events under which engagement may be terminated prematurely
- (iii) Eligibly criteria for engagement
- (iv) Terms and conditions of engagement
- (v) Terms of Reference (ToR) which may include brief description of duties/work. (**Annexure-II**).

12.2 Above points are only indicative and not exhaustive. Ministry/Department/ Organization issuing the circular may include any other clause as per their requirements.

- 12.3 Terms and conditions of engagement as given in **Annexure-III** will be mentioned in the circular, offer letter as well as in appointment order.

**13. TERMINATION OF ENGAGEMENT**

Ministry/ Department/ Organization may terminate the engagement in following conditions:

- (i) The Consultant is unable to address the assigned work;
- (ii) Quality of the work is not to the satisfaction of the Department;
- (iii) The Consultant fails in timely achievement of the milestones as finally decided by the Ministry/ Department/ Organization;
- (iv) The Consultant is found lacking in honesty and integrity.

***Note: The Ministry reserves the right to terminate the engagement, by serving fifteen (15) days' written notice on the Consultant. Termination shall be effected on the day right after the completion of fifteen (15) days of delivery of such notice.***

**14. REVIEW OF GUIDELINES**

These guidelines may be reviewed as and when the circumstances so warrant with the approval of the Secretary (L&E).

**15. RIGHTS OF THE MINISTRY**

The Ministry has the right to cancel the advertisement, and not go for engagement of Consultant, at any stage. It may accept or reject any or all applications, without giving any reasons therefor, whatsoever.

**16. RELAXATION**

The power to relax any or all of the conditions enumerated above shall vest with the Secretary(L&E), which should be exercised giving adequate justification. The higher amount of monthly consolidated remuneration payable to Consultants of different levels can also be sanctioned with the approval of Secretary(L&E) in consultation with IFD of Ministry of Labour & Employment.

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**Application for the post of Consultant in the Ministry of Labour & Employment**  
**and its attached/subordinate offices New Delhi**

Recent  
Passport Size  
Photograph

1.	Full Name (in Block Letters)		
2.	Father's/Husband's Name		
3.	Date of Birth		
4.	Contact details	Mobile No./Tel. No.	
		Email ID	
5.	Address for communication		
		PIN: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
6.	Date of Joining of Government Service		
7.	Age as on date		
8.	Whether SC/ST/OBC		
9.	Whether Physically handicapped		
10.	Date of retirement and the post from which retired (enclose copy of retirement order)		
11.	Name of the Ministry/Department from which retired		
12.	Last Pay Drawn (Please enclose copy)		
13.	Education/ Technical Qualification (Please enclose copy of Certificate/ Mark Sheet)		
14.	P,P,O.No. (Please enclose copy)		
15.	Details of Computer Knowledge		
16.	Brief particulars of Experience of the last 10 years (assignment-wise) [A separate sheet may be annexed]		

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/ incomplete or ineligibility being detected at any time before **or** after selection/ interview, my candidature is liable to be rejected and I shall be bound by the decision of the Ministry of Labour & Employment. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Signature

Place:

Date

(Full name of the applicant)

Government of India  
Ministry of Labour & Employment  
Main Secretariat  
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**Terms of Reference for Engagement of Consultants**

(i) Precise statement of Objectives for appointment of Consultant:-

(Discipline or the domains where engagement of consultants is required should be indicated)

(ii) Outline of the tasks to be carried out:-

(Details of work required to be carried out/ specific tasks/ activities to be assigned to Consultants should be indicated).

(iii) Schedule for completion of Tasks:-

(This should be framed in such a manner that both the time frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment).

**Terms and conditions of engagement to be mentioned in the circular, offer letter as well as in appointment order**

- (i) Period of engagement
- (ii) Nature of engagement
- (iii) Remuneration, leave and allowance
- (iv) Clause regarding confidentiality of data and documents and conflict of interest
- (v) Events under which such engagement may be terminated prematurely
- (vi) Any other clause/point peculiar to such engagement