

**F. No. A-441011/02/2017-Estt.**  
**Government of India**  
**Ministry of Chemicals & Fertilizers**  
**Department of Pharmaceuticals**

**Shastri Bhawan, New Delhi**  
**Dated 27<sup>th</sup> May, 2018**

**HIRING OF CONSULTANT ON CONTRACT**

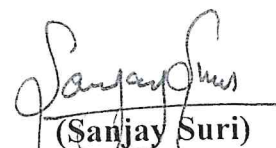
Department of Pharmaceuticals proposes to engage Consultants as mentioned below from retired Central/State Governments/Union Territories/Semi Government Organizations/ Statutory bodies/ Universities/ Public Sector Undertakings/ Autonomous bodies/ Research Institutions recognized by Government:-

S. No.	Name of Post	No. of Vacancy
1	Non-Technical Consultant (PPS/PS/PA Level)	7

2. Candidates applying for empanelment should have good track record of working in Ministries/Departments and should be of good health. The maximum age upto which consultants can be engaged is 65 years. In no case, anyone over 65 years of age shall be hired as Consultant and their services won't be continued beyond 65 years of age.

3. Selected candidates for appointment of Consultant will be offered an appointment letter. He/She is required to join the assignment within prescribed period as mentioned in the appointment letter. Selected candidate will work under their superiors. The Department will have the powers to terminate the services of the consultants at any time giving one month notice on recommendations of their superiors or if it is found that the Consultant does not fulfill job criteria as prescribed in Terms of Reference (**Annexed**).

4. Interested candidates may send their application, duly filled in the prescribed format alongwith the copies of educational qualification and work experience within 7 days from the date of upload of this circular on Department's Website to **Shri Sanjay Suri, Under Secretary, Department of Pharmaceuticals, Garage No.-19, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001**. Application can also be sent on email [usadmn-pharma@nic.in](mailto:usadmn-pharma@nic.in).

  
(Sanjay Suri)

**Under Secretary to the Govt. of India**  
**Tel:- 23382096,**

1. Director, NIC, D/o Pharmaceuticals with the request to upload on the website of DoP.
2. DoP&T (CS.II Division)- with the request to upload on the website of DoP&T.

**APPLICATION FORMAT FOR APPOINTMENT AS CONSULTANT IN  
THE DEPARTMENT OF PHARMACEUTICALS**

1.	Name		<b>Photograph</b>		
2.	Father's Name				
3.	Date of Birth				
4.	Nationality				
5.	Telephone/Mobile No.				
6.	E-mail ID				
7.	Mailing Address				
8	Permanent Address				
9.	<b>Educational Qualifications</b>				
	<b>Course</b>	<b>Subject</b>	<b>University/Institute</b>	<b>Year of Passing</b>	<b>Division/Class</b>

10.	Work Experience (Add a separate sheet, if required)				
	Organization/ Institute	Period		Nature of Work	Remarks
		From	To		
11.	Reference		1.		
			2.		

Signature.....

Date.....

**TERMS & CONDITIONS**

**Non - Technical Consultant (PPS/PS Level)**

a) Consultants shall be hired on contractual basis for a given piece of work or a period upto 1 year. This term can be extended upto 3 years depending on the performance of the candidate or need of the Department. Thereafter, a fresh advertisement shall have to be made.

b) The Hiring of Consultants shall be through an open advertisement giving all the necessary details viz. qualifications and job requirements followed by selection through a Selection Committee set up by the Department.

ii) The contract can be terminated at any time by the Department giving one month's notice without assigning any reason. His services can also be terminated if the competent authority is dissatisfied with the performance of the Consultant.

iii) The Consultant shall perform the duties assigned to him. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowance will be admissible in case of such assignment.

iv) Consultants shall be eligible for 8 days leave during the period of one year besides the Gazetted holidays. However, unavailed leave shall not be carried forward, in case of extension beyond one year.

v) 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken.

vi) Basic support like office space, furniture, stationery, computer, access to internet etc. will be provided where needed by the Department so that assigned duties may be handled smoothly.

vii) The Consultant shall not be entitled to any benefit like Provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the Government Servant hired on regular basis.

viii) Department will not be responsible if there is any mishappening/untoward incident etc. inside or outside the Department.

ix) The Consultant will not be granted any claim or right or preference for regular appointment to any post.

- x) The Consultant shall not be entitled to any TA for joining the appointment.
- xi) If any declaration given or information furnished by the appointee proves to be false or if he/she is found to have fully 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.
- xii) The hiring/contract will be subject to physical fitness and the Consultant is required to submit a certificate to this effect.

**Experience/Eligibility:-**

i) Retired or working officers under the Central/State Governments/Union Territories/Semi Government Organizations/ Statutory bodies/ Universities/ Public Sector Undertakings/ Autonomous bodies/ Research Institutions recognized by Government, fulfilling the following conditions:-

a) Retired or working at least at the level of Under Secretary/ PPS / Section Officer/ Personal Secretary or above to the Government of India or equivalent with minimum three year experience of that position, as the case may be.

OR

b) Retired or working at least from level – 8 or above or equivalent from Central/ State/ PSUs with minimum three year working experience in level – 8, as the case may be.

ii) The Government may vary these conditions to suit its requirements but they must be clearly foretold/ mentioned in the advertisement.

**Age Limit:-**

The maximum age limit shall be 65 years. No person will be hired or his services will continue beyond 65 years of age.

**Emoluments:-**

Consolidated fee upto Rs. 40,000/- per month shall be paid excluding the tax deductible at source (Service Tax). In respect of Retired Govt. Officials, total emoluments paid i.e. Pension + Proposed emoluments should not exceed last pay drawn subject to overall ceiling of Rs. 40,000/- per month.

### **Non - Technical Consultant (PA Level)**

i)

a) Consultants shall be hired on contractual basis for a given piece of work or a period upto 1 year. This term can be extended upto 3 years depending on the performance of the candidate or need of the Department. Thereafter, a fresh advertisement shall have to be made.

b) The Hiring of Consultants shall be through an open advertisement giving all the necessary details viz. qualifications and job requirements followed by selection through a Selection Committee set up by the Department.

ii) The contract can be terminated at any time by the Department giving one month's notice without assigning any reason. His services can also be terminated if the competent authority is dissatisfied with the performance of the Consultant.

iii) The Consultant shall perform the duties assigned to him. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowance will be admissible in case of such assignment.

iv) Consultants shall be eligible for 8 days leave during the period of one year besides the Gazetted holidays. However, unavailed leave shall not be carried forward, in case of extension beyond one year.

v) 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken.

vi) Basic support like office space, furniture, stationery, computer, access to internet etc. will be provided where needed by the Department so that assigned duties may be handled smoothly.

vii) The Consultant shall not be entitled to any benefit like Provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the Government Servant appointed on regular basis.

viii) Department will not be responsible if there is any mishappening/untoward incident etc. inside or outside the Department.

ix) The Consultant will not be granted any claim or right or preference for regular appointment to any post.

x) The Consultant shall not be entitled to any TA for joining the appointment.

xi) If any declaration given or information furnished by the appointee proves to be false or if he/she is found to have fully 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.

xii) The hiring/contract will be subject to physical fitness and the appointee is required to submit a certificate to this effect at the time of joining.

**Experience/Eligibility:-**

i) Retired or working officers under the Central/State Governments/Union Territories/Semi Government Organizations/ Statutory bodies/ Universities/ Public Sector Undertakings/ Autonomous bodies/ Research Institutions recognized by Government, fulfilling the following conditions:-

a) Retired or working at least at the level of Personal Assistant/ Assistant Section Officer or above to the Government of India or equivalent with minimum three year experience of that position.

OR

b) Retired or working at least from level – 7 or above or equivalent from Central/ State/ PSUs with minimum three year working experience in level – 7.

**Age Limit:-**

The maximum age limit shall be 65 years. No person will be hired or his services will continue beyond 65 years of age.

**Emoluments:-**

Consolidated fee upto Rs. 30,000/- per month shall be paid to Assistant level Consultant and upto Rs. 25,000/- per month to PA level Consultant excluding the tax deductible at source (Service Tax). In respect of Retired Govt. Officials, total emoluments paid i.e. Pension + Proposed emoluments should not exceed last pay drawn subject to overall ceiling of Rs. 30,000/- per month & Rs. 25,000/- per month respectively..