

F.No. 16(3)/2016-MGMT  
Government of India  
Ministry of Heavy Industries & Public Enterprises  
Department of Public Enterprises

Public Enterprises Bhawan,  
Block No. 14, CGO Complex,  
New Delhi – 110 003  
Dated the 18<sup>th</sup> July, 2016

**Subject :- Engagement of Consultants in the Department of Public Enterprises, Ministry of Heavy Industries & Public Enterprises.**

The Department of Public Enterprises proposes to engage two (2) Consultants on consolidated monthly fees of Rs. 40,000/- to Rs. 50,000/- per month.

2. The details terms and conditions are attached for ready reference.
3. Willing & eligible persons are requested to send their Bio-data in the attached format to the undersigned within 15 days from the date of issue of this notice.

Encl : As stated

  
(Kailash Bhandari)  
Deputy Director  
Tel : 24366247

### Format of Bio-data

1. Name and surname (in full) \_\_\_\_\_
2. Income Tax PAN : \_\_\_\_\_
3. Gender \_\_\_\_\_ 4. Nationality \_\_\_\_\_
5. Father's name: \_\_\_\_\_
6. Date of Birth \_\_\_\_\_
7. Full address (present and permanent) with PIN code, Phone number, Mobile Number, E-Mail address)  
\_\_\_\_\_  
\_\_\_\_\_

#### 8. Educational & Professional Qualifications

S.No.	Course	Subjects	University/Institute	Year of Passing
1.				
2.				
3.				

#### 9. Work Experience

S.No.	Organization	Post Held	Period (From - To)	Nature of Work
1				
2				
3				
4				

10. Any other relevant information \_\_\_\_\_

( Signature )

Name \_\_\_\_\_

Date \_\_\_\_\_

*Dr. M. H.*  
*18/12/16*

### Terms and Conditions for hiring of consultants

- i) The consultants proposed for engagement shall be computer-literate, acquainted with the functioning of Central Government Ministries/Departments/CPSEs or should have recently acquired professional qualification such as CA/CS/ICWA with knowledge of the area of Corporate Governance.
- ii) The engagement shall be purely contractual in nature with the express provision for termination at any point of time after giving due notice.
- iii) The engagement of consultants shall be done through open advertisement and selection of consultants will be done by a screening committee consisting of the following officers of DPE.

Additional Secretary(MG)	-----	Chairman
Joint Secretary, DPE	-----	Member
Director(MoU)	-----	Member

- iv) The consultancy fee to Ex-Government Servants shall be based on their Last Pay Drawn (Basic Pay + Grade Pay) minus Pension plus prevalent D.A. on residual amount. The persons other than Ex-Government Servants shall be paid consultancy fees in the range of Rs. 40,000/- to Rs. 50,000/- depending on their qualifications and experience.
- v) No other facility/allowance e.g. Transport Allowance/HRA etc. may be paid to the consultant. However payment of conveyance may be reimbursed to consultants based on their entitlement prior to their retirement, in case they were sent for official work outside the office.
- vi) The engagement of retired officers shall not be beyond the age of 65 years.
- vii) The consultant may be allowed to avail casual leave upto a maximum of 8 in a year and 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 holiday & casual leave proportionate payment would be deducted from the consultancy fee.
- viii) The consultant appointed by the Department shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department.
- ix) The contract may be terminated by either party i.e. Department or the Consultant with a notice period of 15 days in writing.
- x) During the period of assignment with the Department of Public Enterprises. It is likely that consultant may come across certain information of important or secret nature. The consultant would, therefore, be subject to provisions of the Indian Official Secrets Act, 1923. Not only during the period of assignment but also thereafter. More importantly the consultant will not divulge any information gathered by him during the period of assignment to anyone who is not authorized to know/have the same.

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*d. j. m.*  
18/7/2016