

**CIRCULAR**

**Subject: Preparation of panel of consultants (Category - I, II) for engagement on contract basis in Ministry of Mines-reg.**

The undersigned is directed to say that Ministry of Mines proposes to prepare a panel of Consultants (Category - I, II) for engagement on contract basis from amongst retired Government employees. The short listed candidates will be considered for engagement as per the requirement of the Ministry. The details are as follows:

1.	Number of consultants be engaged	As per requirement.		
2.	Period of engagement	The initial engagement would be for a period of 06 months. The performance during this period would be assessed and based on performance; it may be extended for a further period not exceeding one year at a time. Thereafter, if required, the services will be reviewed and extended on year to year basis.		
3.	Age limit	Not more than 65 years.		
4.	Consultant Category & Remuneration		Level of the post from which retired	Consolidated Remuneration + Convenience Fee
		Category - I (Secretariat Support)	Section Officer or eqiv.	Rs.35,000/- + Rs.2,000/-
			Under Secretary or eqiv.	Rs.40,000/- + Rs.3,000/-
		Category - II (Legal Support)	Under Secretary or eqiv.	Rs.50,000/- + Rs.3,000/-
Deputy Secretary or eqiv. AND above.	Rs.60,000/- + Rs.3,000/-*			
[* The above remuneration will be computed with pension so as not to exceed Last pay drawn - Pension + current DA]				
5.	Place of work	• Ministry of Mines's offices situated in New Delhi i.e at Shastri Bhawan, New Delhi-01		
6.	Experience required	<ul style="list-style-type: none"> <li>• Legislation &amp; Policy related matters.</li> <li>• Legal &amp; Court Cases.</li> <li>• Knowledge in Parliament related matters, Establishment &amp; service matters.</li> <li>• Experience of programme implementation &amp; co-ordination with</li> </ul>		

		States. • The experience and expertise should be related with formulation of budget and implementation of policies, plans, Acts, regulations, schemes as well as dealing with court cases etc.
7.	Job Desired	<ul style="list-style-type: none"> <li>• The work would include Legal/Secretarial work related with implementation of the schemes of the Ministry, drafting Cabinet Notes, drafting rules regulations and statutes, Direct Benefit Transfer Scheme, Results Frame Work Document, legislative and policy matters, matters related to Parliament, evaluation of CPSEs, autonomous bodies, coordinating with other Ministries/Department for implementation or extension of their Schemes programmes activities etc.</li> <li>• Legal Consultant would be required to provide legal assistance to Revisionary Authorities in disposing revisionary cases.</li> </ul>

2. The engagement of the consultants on contract basis will be subject to the guidelines/term of reference (Annexure-I) for engaging consultants in this Ministry.
3. Applications from eligible candidates for the aforesaid positions are invited in the enclosed performa (**Annexue-II**) along with the copies of certificate of essential qualifications and experiences. The applications may be addressed to the Under Secretary (Establishment), Room No. 303-D' Wing, 3<sup>rd</sup> Floor, Shastri Bhawan, New Delhi - 110 001
4. Applications received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated and called for interview.
5. The Ministry of Mines reserves the right to reject any application without assigning any reason.
6. Dully filled in application forms along with relevant documents should reach on or before **26.08.2019**. The application has to be sent via email ([yogesh.patel77@gov.in](mailto:yogesh.patel77@gov.in)) followed by hard copies by post.

शेरशा / SHERSHA  
निदेशक / Director  
खान मंत्रालय / Ministry of Mines  
भारत सरकार / Govt. of India  
नई दिल्ली / New Delhi

(Shersha)  
Director

Tel no.: 011-23381172

E-mail: [shersha.mohideen@nic.in](mailto:shersha.mohideen@nic.in)

To,

1. All Ministries/Departments of Government of India.
2. Through CPP Portal: Copy forwarded along with soft copy for publishing the circular in the Ministry's website to NIC, Ministry of Mines.

Government of India  
Ministry of Mines

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**Subject: -Guidelines and Procedure for engagement of retired Govt. servants as consultants in Ministry of Mines-reg.**

The Scheme of engagement of retired Govt. servants as consultants in Ministry of Mines for Legal and Secretariat work shall henceforth be regulated as per the following guidelines:-

**1. PURPOSE**

1.1 The purpose of these guidelines is to define the broad policies and procedures for selection, contracting and monitoring of consultants engaged by Ministry of Mines.

1.2 For the purpose of these Guidelines, the term Consultant (s) includes retired officers/staff from the Central Government having considerable experience and expertise in the following areas:

- Legislation & Policy related matters.
- Legal & Court Cases.
- Knowledge in Parliament related matters, Establishment & service matters.
- Experience of programme implementation & co-ordination with States.

The experience and expertise should be related with formulation of budget and implementation of policies, plans, Acts, regulations, schemes as well as dealing with court cases etc.

1.3 The consultant would be engaged to undertake the following jobs:

- a) The work would include Legal/Secretarial work related with implementation of the schemes of the Ministry, drafting Cabinet Notes, drafting rules regulations and statutes, Direct Benefit Transfer Scheme, Results Frame Work Document, legislative and policy matters, matters related to Parliament, evaluation of CPSEs, autonomous bodies, coordinating with other Ministries/Department for implementation or extension of their Schemes programmes activities etc.
- b) Legal Consultant would be required to provide legal assistance to Revisionary Authorities in disposing revisionary cases.

## 2. GUIDELINES:

The Guidelines for engagement of Consultant is laid down in the General Financial Rules (Rule 163 to 177). Manual for Procurement of Consultancy and Other Services issued by Ministry of Finance and relevant instructions of DOPT and Ministry of Finance, issued from time to time will be followed.

## 3. PERIOD OF ENGAGEMENT

- 3.1 The initial engagement for a person as Consultant would be for a period of 06 months. The performance during this period would be assessed and based on performance; it may be extended for a further period not exceeding one year at a time. Thereafter, if required, the services will be reviewed and extended on year to year basis.
- 3.2 The appointment can be cancelled at any time by the Ministry without assigning any reason. No notice/notice period shall be required for this purpose.
- 3.3 The engagement of Consultant will be purely on contractual basis and will not confer any right/claim for regularization of his/her appointment in the Ministry/ Organization.

## 4. EXPERIENCE AND CATEGORIES OF CONSULTANTS:

The Consultants shall be appointed for undertaking Legal/Technical and Secretarial work. The qualification and categories of Consultant would be follows:-

- 4.1 Retired Government Officers having considerable experience of functioning of Central Government Ministries/Departments will be eligible for engagement as Consultant in the Ministry. The consultant should have excellent communication and interpersonal skill.
- 4.2 Retired Govt. servants in following categories will be appointed as Consultants:
  - a) Category I (Secretariat Support) - Retired Govt. officer having desired expertise and worked as Section Officer or above level in Govt. of India/ State Govt.
  - b) Category II (Legal Support) - Retired Govt. officers having legal degree and legal expertise and worked as Under Secretary or equivalent AND above level in Govt. of India/ State Govt.

In addition to above two categories, a person can be selected with requisite qualification and experience for any specific job of a technical nature in which the officers of the Ministry do not possess the required expertise. In such cases, the Terms and Conditions & emoluments may be separately drawn as per suitability.

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## 5. AGE-LIMIT

Normally, the maximum age limit for both the Categories of consultants will not exceed 65 years on the date of seeking options for empanelment. In exceptional cases of highly specialized requirement, Secretary (Mines) may relax this limit as and when the situation arises.

## 6. PROCEDURE

The following procedure will be followed for selecting candidate for engagement as Consultant(s):-

A panel of Consultants in each Category will be maintained. The Consultants will be engaged from the panel based on requirement and job profile. A person on panel will be retained for two years only, subject to not crossing 65 years age bar which can be relaxed by Secretary (Mines) in exceptional cases of highly specialized requirement. The panel may be updated annually. A Committee of following Officers from Ministry will be constituted to prepare the panel following a competitive process:

- JS (Establishment) - Chairman
- Director/DS (Establishment) - Member Secretary
- Director/DS - Member

The final selection and appointment of the candidate will be done on their recommendation and with the approval of Secretary (Mines).

## 7. ENTITLEMENTS

### (a) FEE AND LOCAL CONVEYANCE: -

The maximum amount of monthly consolidate fee payable to different categories of Consultants will be as under:

#### (a) Category I: -- Secretariat Assistance

- (i) Section Officer or equiv. : Rs.35,000/- + Rs.2,000/-\*
- (ii) Under Secretary or equiv. AND above : Rs.40,000/- + Rs.3,000/-\*

#### (b) Category II - Legal

- (i) Under Secretary or equiv. : Rs.50,000/- + Rs.3,000/-\*
- (ii) Deputy Secretary or equiv. AND above. : Rs.60,000/- + Rs.3,000/-\*

\* Conveyance Charge/Fee

The above remuneration will be computed with pension so as not to exceed **Last pay drawn-Pension + current DA** and are fixed. No other allowances will be admissible. The above rates shall be subject to revision.

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**(b) DRAWAL OF PENSION**

A retired Government official appointed as Consultant in any of the two categories 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.

**(c) ALLOWANCES**

The consultants shall not be entitled to any allowance/benefits such as Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS, and Medical Reimbursement etc.

**(d) WORKING FACILITIES TO BE PROVIDED**

No facility for using internet/telephone at residence to consultants will be provided by the Ministry.

**(e) LEAVE**

Consultants shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a Year (calculated on a pro-rata basis).

**(f) TA/DA**

No TA/DA shall be admissible for joining the assignment. However, consultants shall be allowed TA/DA for their travel inside the country in connection with the official work after approval of competent authority. Retired Government servant, appointed as consultant, would be entitled as per his/her last entitlement drawn at the time of retirement.

**8. WORKING HOURS**

Consultants will follow the normal working hours as prescribed (i.e from 9.00 A.M to 5.30 P.M). However, as per the exigency, one has to sit late or attend on holidays to complete the time bound work.

**9. ENGAGEMENT OF EXISTING CONSULTANTS WORKING IN THE MINISTRY**

The existing consultants in Ministry will continue as per their existing entitlements/remuneration till they complete their sanctioned tenures. However, if they wish to continue they will have to apply for empanelment like any other applicant to be considered for empanelment.

## 10. TAX DECUCTION AT SOURCE:

The income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificate/s. Service Tax as applicable shall be payable extra, at the prevalent rates.

## 11. TERMINAITON OF AGREEMENT:

The Department may terminate a contract to which these terms apply without assigning any reason. No notice/notice period shall be required for this purpose.

*The termination will be without prejudice to either party's rights accrued before termination.*

## 12. RELAXATION

In exceptional cases of highly specialized requirement, Secretary (Mines) may relax any or all the conditions enumerated above. The higher amount of monthly consolidated fee and convenience fee payable to different categories of consultants can also be sanctioned with the approval of Secretary (Mines).

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**APPLICATION FORM**

Applied for Category (I / II):

1. Name .....
- a) Father's Name: .....
- b) Husband's Name (wherever applicable): .....
2. Address: i) Correspondence .....
- ii) Permanent .....
- iii) E-mail ID .....
- iv) Contact nos. ....  
(Mob) .....
3. Date of Birth (in Christian era): DD/MM/YYYY .....
- Age on the closing date of advertisement: .....

Affix latest  
passport size  
Photograph duly  
pasted and self-  
attested.

## 4. DETAILS OF EDUCATIONAL QUALIFICATIONS (GRADUATION ONWARDS):

EXAMINATION PASSED	UNIVERSITY/ INSTITUTION	SUBJECT/ DISCIPLINE	YEAR OF PASSING	PERCENTAGE OF MARKS
(1)	(2)	(3)	(4)	(5)

## 5. DETAILS OF OTHER QUALIFICATIONS, if any:

EXAMINATION PASSED	UNIVERSITY/ INSTITUTION	SUBJECT/ DISCIPLINE	YEAR OF PASSING	PERCENTAGE OF MARKS
(1)	(2)	(3)	(4)	(5)



6. DETAILS OF EXPERIENCES:

S.No.	Name of Organization/Dept.	Position held	Period of service	
			From	To

(Please attach a copy of certificate self-attested):

7. Please state whether in light of details provided by you above, you meet the requirement of the post:

**DECLARATION**

I hereby undertake that the information given above is true and correct. I agree to the terms and conditions for engagement as Consultant in Ministry of Mines.

Place:

Date:

(Signature of candidate)