

भारत सरकार  
भारी उद्योग मंत्रालय  
(आई.सी. सेल)

जीपीओए-3, नेताजी नगर, नई दिल्ली

दिनांक: 25.06.2026

विषय- अनुबंध के आधार पर भारी उद्योग मंत्रालय के अंतर्राष्ट्रीय सहयोग प्रभाग में परामर्शदाता ग्रेड-2 की नियुक्ति के संबंध में।

भारी उद्योग मंत्रालय (एमएचआई) अंतर्राष्ट्रीय सहयोग प्रभाग में 01 (एक) परामर्शदाता ग्रेड-2 को नियुक्त करना चाहता है। यह नियुक्ति भारी उद्योग मंत्रालय के कार्यालय ज्ञापन संख्या ए-45011/9/2019-एडमिन (19578) दिनांक 27.08.2024 (प्रति संलग्न) के प्रावधानों के तहत की जाएगी, जिसका उद्देश्य अंतर्राष्ट्रीय सहयोग प्रभाग को नीचे दिए गए कार्य विवरण के अनुसार समय-सीमा के भीतर आवश्यक सहयोग प्रदान करना है। केवल निर्धारित पात्रता और अनुभव रखने वाले व्यक्ति को ही पूर्णतः अनुबंध के आधार पर परामर्शदाता ग्रेड-2 के रूप में नियुक्त किया जाएगा। पद का विवरण, निबंधन व शर्तें, नियुक्ति की अवधि, पात्रता और अनुभव आदि निम्नानुसार हैं:-

(क)	पदनाम और नियुक्त किए जाने वाले व्यक्ति की संख्या	परामर्शदाता ग्रेड-2 (अंतर्राष्ट्रीय सहयोग प्रभाग) - 01 (एक)
(ख)	शैक्षिक योग्यता	<b>अनिवार्य:</b> किसी प्रतिष्ठित और सरकारी मान्यता प्राप्त संस्थान से स्नातकोत्तर या समकक्ष की डिग्री। <b>वांछनीय:</b> विदेश व्यापार/अंतर्राष्ट्रीय व्यापार, प्रशुल्क (टैरिफ) और गैर-प्रशुल्क/टी.बी.टी. (व्यापार में तकनीकी बाधाएं) मामलों के क्षेत्र में मास्टर डिग्री या स्नातकोत्तर डिप्लोमा या पी.एच.डी., जिसके साथ इलेक्ट्रिकल, इलेक्ट्रॉनिक, मैकेनिकल, औद्योगिक मशीनरी उपकरण एवं प्रौद्योगिकी तथा संबद्ध उत्पादों और उद्योग का अंतर्विषयक ज्ञान हो।
(ग)	नियुक्ति का तरीका	अनुबंध के आधार पर

*अनुसंधा नस्वाला*

(घ) नियुक्ति की अवधि संबंधित प्रभागों की आवश्यकता के अनुसार विशिष्ट परियोजनाओं पर उच्च गुणवत्ता वाली सेवाएं प्रदान करने के लिए परामर्शदाता को दो वर्ष की निश्चित अवधि के लिए नियुक्त किया जाएगा, जिसे एक वर्ष बढ़ाया जा सकता है, यानी 2+1 वर्ष किया जा सकता है। हालांकि, पहले और आगामी वर्षों के बाद उसके संबंधित पद पर बने रहना स्पष्ट रूप से परिभाषित मुख्य निष्पादन संकेतकों के आधार पर संतोषजनक वार्षिक निष्पादन समीक्षा पर निर्भर करेगा। सचिव (भारी उद्योग) के अनुमोदन से असाधारण परिस्थितियों में पांच वर्ष से अधिक के विस्तार पर विचार किया जा सकता है। हालांकि, 65 वर्ष की आयु के बाद कोई विस्तार नहीं दिया जाएगा।

(ङ) प्रति माह समेकित पारिश्रमिक **1,45,000/- रुपये प्रति माह\*\***  
 \*\* सेवानिवृत्त सरकारी सेवक के मामले में, अधिकतम आयु सीमा में छूट दी जा सकती है। पारिश्रमिक को व्यय विभाग के दिनांक 09.12.2020 के कार्यालय ज्ञापन के अनुसार विनियमित किया जाएगा। तदनुसार, एक निश्चित मासिक राशि स्वीकार्य होगी, जो सेवानिवृत्ति के समय प्राप्त वेतन में से मूल पेंशन को घटाकर निकाली जाएगी। इस प्रकार निर्धारित पारिश्रमिक की राशि अनुबंध की अवधि के दौरान अपरिवर्तित रहेगी। अनुबंध के दौरान कोई वार्षिक वेतन वृद्धि/प्रतिशत वृद्धि नहीं होगी। एक वर्ष पूरा होने के बाद वार्षिक आधार पर पारिश्रमिक की समीक्षा की जा सकती है। पारिश्रमिक में वृद्धि निम्नलिखित मानदंडों पर आधारित हो सकती हैं:-

निष्पादन	पारिश्रमिक में वृद्धि
केवल नियमित/सौंपे गए कार्य का निष्पादन किया गया।	शून्य
परामर्शदाता ने अपने क्षेत्र में महत्वपूर्ण योगदान दिया है और उच्च अधिकारियों द्वारा सौंपे गए/विशिष्ट कार्य पर अपेक्षानुसार वांछित परिणाम प्रदान करने में असाधारण गुणवत्ता प्रदर्शित की है	पारिश्रमिक के 5% तक ***
असाधारण मामलों में, जहां परामर्शदाता ने अपने क्षेत्र में अनुकरणीय निष्पादन किया है और नीति निर्धारण में महत्वपूर्ण योगदान दिया है तथा उसके लेख प्रतिष्ठित पत्रिकाओं/मैगजीन/समाचार पत्रों में प्रकाशित	पारिश्रमिक के 10% तक **

*अनुसंधान प्रदाता*

	हुए हैं या उसने पुस्तकें लिखी हैं
	<p>*** 5% या 10% तक की वेतन वृद्धि भारी उद्योग मंत्रालय में उसकी नियुक्ति के समय अनुमोदित आरंभिक पारिश्रमिक पर लागू की जानी चाहिए, न कि पिछले वर्ष की संशोधित राशि पर।</p> <p>किसी भी स्थिति में परामर्शदाता का पारिश्रमिक उसके आरंभिक पारिश्रमिक के 1.20 गुना से अधिक नहीं होगा।</p>
(च)	आयु सीमा
	आवेदकों की ऊपरी आयु सीमा 01.06.2026 को 50 वर्ष से अधिक नहीं होनी चाहिए। सेवानिवृत्त सरकारी सेवक के मामले में, अधिकतम आयु सीमा में छूट दी जा सकती है।
(छ)	पात्रता
	<p><b>परामर्शदाता ग्रेड-2 (अंतर्राष्ट्रीय सहयोग सेल)- 1:</b></p> <p><b>अनिवार्य:</b> किसी प्रतिष्ठित और सरकारी मान्यता प्राप्त संस्थान से स्नातकोत्तर या समकक्ष की डिग्री।</p> <p><b>वांछनीय:</b> विदेश व्यापार/अंतर्राष्ट्रीय व्यापार, प्रशुल्क (टैरिफ) और गैर-प्रशुल्क/टी.बी.टी. (व्यापार में तकनीकी बाधाएं) मामलों के क्षेत्र में मास्टर डिग्री या स्नातकोत्तर डिप्लोमा या पी.एच.डी., जिसके साथ इलेक्ट्रिकल, इलेक्ट्रॉनिक, मैकेनिकल, औद्योगिक मशीनरी उपकरण एवं प्रौद्योगिकी तथा संबद्ध उत्पादों और उद्योग का अंतर्विषयक ज्ञान हो।</p> <p><b>कार्य विवरण:</b></p> <p><b>परामर्शदाता ग्रेड-2 (अंतर्राष्ट्रीय सहयोग सेल)</b></p> <p>आयात में अचानक हुई वृद्धि से संबंधित मामलों का गहन विश्लेषण। वाणिज्य विभाग द्वारा साझा किए गए भारी उद्योग मंत्रालय से संबंधित विभिन्न डेटा का विश्लेषण करना।</p> <p>यू.के., कनाडा, आसियान आदि देशों के साथ मुक्त व्यापार समझौते (एफ.टी.ए.), अधिमान्य व्यापार समझौते (पी.टी.ए.) और अन्य व्यापक आर्थिक समझौतों के तहत व्यापार सुगमीकरण के लिए इनपुट प्रदान करने हेतु प्रशुल्क और गैर-प्रशुल्क बाधाओं (टैरिफ एंड नॉन-टैरिफ बैरियर्स), व्यापार नीतियों, विश्व व्यापार संगठन के समझौतों, उत्पत्ति के नियमों (अधिमान्य और गैर-अधिमान्य) के विश्लेषण के बाद द्विपक्षीय और बहुपक्षीय सहयोग से संबंधित मामलों पर, जो भारी उद्योग मंत्रालय के प्रशासनिक कार्यक्षेत्र के अंतर्गत आते हैं, उत्पाद एवं क्षेत्र-विशिष्ट इनपुट प्रदान करना।</p>

अनुसंधान विभाग

साथ ही, व्यापार नीति, व्यापार में तकनीकी बाधाएं (टी.बी.टी.), पारस्परिक मान्यता समझौते (एम.आर.ए.)/अनुरूपता मूल्यांकन, डब्ल्यू.टी.ओ. से संबंधित मामले, प्रभाव विश्लेषण, आयात और निर्यात विविधीकरण के लिए निगरानी एवं आउटरीच तथा इसी तरह के संबंधित मुद्दों के लिए इनपुट प्रदान करना।

प्रत्यक्ष विदेशी निवेश से संबंधित कार्य।

भारी इंजीनियरिंग उपकरण विनिर्माण क्षेत्र के लिए अंतर्राष्ट्रीय सहयोग सेल और परियोजना विकास सेल (प्रोजेक्ट डेवलपमेंट सेल) से संबंधित अन्य सभी मामले, जिनमें भारी विद्युत इंजीनियरिंग उद्योग, मशीनरी उद्योग, मशीन टूल्स और ऑटो उद्योग (ट्रैक्टर और अर्थ मूविंग उपकरण सहित) जैसे सभी उद्योगों के लिए व्यापार नीतियां, प्रशुल्क और गैर-प्रशुल्क, टी.बी.टी., उत्पत्ति के नियम (रूल ऑफ ओरिजिन), आयात-निर्यात डेटा विश्लेषण से संबंधित मामले शामिल हैं।

(ज) अनुभव

सार्वजनिक क्षेत्रक उपक्रमों/सरकार/अनुसंधान संगठन/उद्योग में कार्य करने का अनिवार्य योग्यता के बाद का 8 वर्ष का अनुभव। इसमें पी.एच.डी. धारक के लिए 3 वर्ष तक की अवधि शामिल है, बशर्ते उन 3 वर्षों के दौरान किसी कार्य अनुभव की गणना न की गई हो।

(झ) टीए/ डीए

परामर्शदाता किसी भी भत्ते जैसे यात्रा भत्ता/दैनिक भत्ता, शहर प्रतिपूरक भत्ता), मकान किराया भत्ता, सी.जी.एच.एस., चिकित्सा प्रतिपूर्ति या किसी अन्य राहत आदि का हकदार नहीं होगा। हालांकि, यदि परामर्शदाता को उचित अनुमोदन के साथ घरेलू आधिकारिक दौरों पर जाने की आवश्यकता हो, तो उसे आधिकारिक व्यय के लिए अग्रिम भुगतान या प्रतिपूर्ति की अनुमति निम्नानुसार दी जाएगी:-

पद	यात्रा का माध्यम	होटल, टैक्सी और भोजन के बिलों की प्रतिपूर्ति
परामर्शदाता ग्रेड -2	हवाई मार्ग द्वारा इकोनॉमी श्रेणी या रेल मार्ग द्वारा वातानुकूलित टियर	प्रति दिन 4,500/- रुपये तक का होटल आवास; शहर के भीतर 50 किलोमीटर तक के ए.सी. टैक्सी किराया और प्रति 2 दिन अधिकतम 1,000/- रुपये तक के भोजन बिलों के भुगतान की अनुमति होगी।

अनुराधा नडार

		परामर्शदाता के रूप में नियुक्त सेवानिवृत्त सरकारी सेवक के मामले में, यात्रा भत्ता/दैनिक भत्ता उसकी सेवानिवृत्ति के समय की पात्रता के अनुसार देय होगा।
(ज)	चयन का तरीका	उपर्युक्त नियुक्ति हेतु प्रथम दृष्ट्या योग्यता/अनुभव के मानदंडों को पूरा करने वाले शॉर्टलिस्ट किए गए उम्मीदवारों को ऑनलाइन या ऑफलाइन माध्यम से साक्षात्कार के लिए बुलाया जाएगा।
(ट)	चिकित्सा	तकनीकी परामर्शदाता के रूप में नियुक्ति से पूर्व, परामर्शदाता को किसी मान्यता प्राप्त चिकित्सक से अच्छे स्वास्थ्य का प्रमाण-पत्र प्रस्तुत करना होगा। जो परामर्श अनुबंध के निबंधनों के तहत भारी उद्योग मंत्रालय की ओर से नियुक्ति के निष्पादन के कारण- जब परामर्शदाता भारी उद्योग मंत्रालय के व्यय पर यात्रा कर रहा हो या भारी उद्योग मंत्रालय या भारत सरकार के किसी भी कार्यालय या परिसर में परामर्श अनुबंध के तहत किन्हीं जिम्मेदारियों का निष्पादन कर रहा हो। परामर्शदाता की मृत्यु, घायल होने या बीमारी की स्थिति में परामर्शदाता या उसके आश्रित, जैसा भी मामला हो, किसी भी मुआवजे के हकदार नहीं होंगे।
(ठ)	निबंधन और शर्तें	जैसा कि अनुलग्नक-क में उल्लिखित है।
(ड)	पदस्थापना का स्थान	नई दिल्ली

**आवेदन प्रस्तुत करना:** पात्र उम्मीदवार भारी उद्योग मंत्रालय की वेबसाइट (<https://heavyindustries.gov.in/>) या रोजगार समाचार में विज्ञापन प्रकाशन की तिथि से (जो भी बाद में हो) 15 दिनों के भीतर नीचे दिए गए लिंक के द्वारा ऑनलाइन आवेदन कर सकते हैं। आवेदन केवल ऑनलाइन माध्यम से ही स्वीकार किए जाएंगे। अनुबंध के आधार पर भारी उद्योग मंत्रालय के अंतर्राष्ट्रीय सहयोग प्रभाग में परामर्शदाता ग्रेड-2 के लिए गूगल फॉर्म आवेदन लिंक अनुलग्नक-क पर भी उपलब्ध है।

*अनुराधा भडवाल*

(अनुराधा भडवाल)

अवर सचिव, भारत सरकार

दूरभाष संख्या: 26113512

गूगल फॉर्म आवेदन लिंक:

<https://docs.google.com/forms/d/e/1FAIpQLSfFi5nN5BTI7R4L2LBmM5-cOSrJfKSFgE8k-IPbvV4SF4c50g/viewform?usp=header>

**भारी उद्योग मंत्रालय (एमएचआई) (अंतर्राष्ट्रीय सहयोग प्रकोष्ठ) में परामर्शदाता ग्रेड-2 की नियुक्ति के लिए निबंधन एवं शर्तें**

1. उसे प्रति माह ₹1,45,000/- (एक लाख पैंतालीस हजार रुपये मात्र) का समेकित पारिश्रमिक (यथा व्यावसायिक कर टीडीएस की कटौती के बाद) दिया जाएगा, जो कि नियंत्रक अधिकारी द्वारा समय-समय पर कार्य की पूर्णता के प्रमाणीकरण के अधीन होगा। वे टीए/डीए, सीसीए, एचआरए, सीजीएचएस, चिकित्सा प्रतिपूर्ति या किसी अन्य राहत आदि जैसे किसी भी भत्ते के हकदार नहीं होंगे। सेवानिवृत्त सरकारी सेवकों के मामले में आयु सीमा में छूट दी जा सकती है। पारिश्रमिक का विनियमन व्यय विभाग (DoE) के दिनांक 09.12.2020 के कार्यालय ज्ञापन के अनुसार किया जाएगा। तदनुसार, सेवानिवृत्ति के समय प्राप्त वेतन से मूल पेंशन घटाकर निर्धारित की गई एक निश्चित मासिक राशि स्वीकार्य होगी। इस प्रकार निर्धारित पारिश्रमिक अनुबंध की अवधि के दौरान अपरिवर्तित रहेगा। अनुबंध अवधि के दौरान कोई वार्षिक वेतनवृद्धि/प्रतिशत वृद्धि नहीं होगी।

2. परामर्शदाता को संबंधित प्रभाग की आवश्यकता के अनुसार विशिष्ट परियोजनाओं पर उच्च गुणवत्ता वाली सेवाएँ प्रदान करने हेतु दो वर्ष की निश्चित अवधि के लिए नियुक्त किया जाएगा, जिसे एक वर्ष तक बढ़ाया जा सकता है अर्थात् 2+1 वर्ष। तथापि, प्रथम एवं उसके बाद के वर्षों में उनके पद पर बने रहने का निर्णय स्पष्ट रूप से परिभाषित प्रमुख निष्पादन संकेतकों पर आधारित संतोषजनक वार्षिक प्रदर्शन समीक्षा पर निर्भर करेगा। पाँच वर्ष से अधिक के विस्तार पर असाधारण परिस्थितियों में सचिव (एचआई) के अनुमोदन से विचार किया जा सकता है। हालांकि, 65 वर्ष की आयु के बाद कोई विस्तार नहीं दिया जाएगा।

3. तकनीकी परामर्शदाता के रूप में नियुक्ति से पूर्व, परामर्शदाता को किसी मान्यता प्राप्त चिकित्सक से अच्छे स्वास्थ्य का प्रमाणपत्र प्रस्तुत करना होगा। एमएचआई की ओर से परामर्श अनुबंध की शर्तों के अंतर्गत कार्य निष्पादन कारण परामर्शदाता की मृत्यु, घायल होने या बीमारी की स्थिति में, जबकि वह एमएचआई के खर्च पर यात्रा कर रहा हो या एमएचआई अथवा भारत सरकार के किसी कार्यालय/परिसर में अनुबंध के अंतर्गत अपनी

अनुमोदित

जिम्मेदारियाँ निभा रहा हो, संबंधित परामर्शदाता या उसके आश्रित किसी भी प्रकार के मुआवज़े के हकदार नहीं होंगे।

4. उसे मंत्रालय द्वारा सत्यापन हेतु अपनी मूल शैक्षणिक/अनुभव प्रमाण-पत्रों तथा पहचान प्रमाण जैसे आधार कार्ड, मतदाता पहचान पत्र आदि भी प्रस्तुत करने होंगे।

5. गृह मंत्रालय द्वारा जारी नवीनतम अनुदेशों के अनुसार संबंधित प्रभाग द्वारा परामर्शदाता का पुलिस सत्यापन अनिवार्य रूप से कराया जाएगा। यदि पुलिस सत्यापन में कुछ भी प्रतिकूल पाया जाता है, तो परामर्शदाता का परामर्श अनुबंध बिना किसी पूर्व सूचना के तत्काल प्रभाव से समाप्त माना जाएगा।

6. परामर्शदाता निर्धारित सामान्य कार्यालय समय [अर्थात् प्रातः 09:00 बजे से सायं 05:30 बजे तक] का पालन करेगा/करेगी। तथापि, आवश्यकता पड़ने पर समयबद्ध कार्य पूरा करने हेतु उसे देर तक कार्यालय में रुकना पड़ सकता है अथवा अवकाश/सप्ताहांत के दिनों में भी कार्यालय आना पड़ सकता है। समेकित पारिश्रमिक वाईपी सलाहकार द्वारा दर्ज बायोमेट्रिक उपस्थिति अथवा संबंधित प्रभाग द्वारा निर्धारित प्रारूप में प्रमाणन के आधार पर एमएचआई द्वारा जारी किया जाएगा।

7. परामर्शदाता प्रत्येक पूर्ण माह के लिए एक दिन के अवकाश के हकदार होगा, और अवकाश का संचय एक कैलेंडर वर्ष से अधिक नहीं किया जा सकेगा। उपयोग न किए गए अवकाश अगले वर्ष में आगे नहीं जोड़ा जा सकेगा। इसके अतिरिक्त, संबंधित संयुक्त सचिव/अपर सचिव की स्वीकृति से एक माह तक का अवैतनिक अवकाश दिया जा सकता है। हालांकि, व्यावसायिक विकास, प्रशिक्षण आदि के असाधारण मामलों में सचिव (एचआई) द्वारा इस शर्त में छूट दी जा सकती है। सेवानिवृत्त सरकारी सेवकों के मामले में, अवकाश व्यय विभाग के कार्यालय ज्ञापन संख्या 3-25/2020-E.IIIA दिनांक 09.12.2020 के अनुसार देय होगा।

8. परामर्शदाता ग्रेड-2 इस मंत्रालय के साथ अनुबंध अवधि के दौरान अपने कर्तव्यों के उचित निर्वहन के प्रतिकूल किसी भी गतिविधि में संलग्न नहीं होगा/होगी। परामर्शदाता ग्रेड-2 ऐसे किसी भी कार्य से बचेगा/बचेगी तथा विशेष रूप से किसी भी प्रकार की सार्वजनिक टिप्पणी नहीं करेगा/करेगी, जिससे मंत्रालय के साथ उसके संबंध या उसके लिए अपेक्षित ईमानदारी, स्वतंत्रता और निष्पक्षता पर प्रतिकूल प्रभाव पड़ सकता हो।

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9. भारी उद्योग मंत्रालय में कार्यकाल के दौरान यह संभव है कि परामर्शदाता ग्रेड-2 न केवल नियुक्ति अवधि के दौरान बल्कि उसके बाद भी, को कुछ महत्वपूर्ण अथवा गोपनीय जानकारी प्राप्त हो। इसलिए, परामर्शदाता ग्रेड-2, भारतीय सरकारी गोपनीयता अधिनियम, 1923 के प्रावधानों के अधीन रहेगा/रहेगी। विशेष रूप से, परामर्शदाता ग्रेड-2 अपने कार्यकाल के दौरान प्राप्त किसी भी जानकारी को किसी ऐसे व्यक्ति के साथ साझा नहीं करेगा/करेगी जो उसे जानने/प्राप्त करने के लिए अधिकृत न हो।

10. परामर्शदाता से अपेक्षा की जाएगी कि वे भारत सरकार के लागू सभी नियमों और विनियमों का पालन करें। अपने कर्तव्यों का निर्वहन करते समय उससे सर्वोच्च स्तर की ईमानदारी, कार्यालयी गोपनीयता और निष्ठा प्रदर्शित करने की अपेक्षा की जाएगी। यदि परामर्शदाता की सेवाएँ संतोषजनक नहीं पाई जाती हैं या एमएचआई/भारत सरकार के हितों के प्रतिकूल पाई जाती हैं, तो उसकी नियुक्ति बिना कोई कारण बताए समाप्त की जा सकती है।

11. वह अपने नियंत्रक अधिकारी की आवश्यकता के अनुसार निर्धारित अवधि के भीतर सौंपे गए कार्य को पूरा करेगा। मंत्रालय में अपनी नियुक्ति अवधि के दौरान वह ऐसा कोई कार्य अथवा अनुबंध स्वीकार नहीं करेंगे जो इस संबंध में सरकार के हितों से टकराव उत्पन्न करता हो।

12. मंत्रालय निम्नलिखित परिस्थितियों में नियुक्ति परिसमाप्त कर सकता है:

- i. यदि परामर्शदाता ग्रेड-2 सौंपे गए कार्य को पूरा करने में असमर्थ हो।
- ii. यदि कार्य की गुणवत्ता से मंत्रालय को संतुष्टि न हो।
- iii. यदि परामर्शदाता ग्रेड-2 मंत्रालय द्वारा निर्धारित लक्ष्यों/माइलस्टोन को समय पर प्राप्त करने में विफल रहे।
- iv. यदि परामर्शदाता ग्रेड-2 में ईमानदारी और सत्यनिष्ठा में कमी पाई जाए।
- v. एमएचआई किसी भी समय बिना पूर्व सूचना के और बिना कोई कारण बताए परामर्श अनुबंध को परिसमाप्त कर सकता है। एमएचआई को यह अधिकार सुरक्षित रहेगा कि वह किसी भी चरण पर परामर्शदाता की सेवाएँ समाप्त कर सके, यदि वह सौंपे गए कार्य के निष्पादन में विफल रहता है अथवा एमएचआई के कार्यालय ज्ञापन संख्या A-45011/9/2019-Admn (19578), दिनांक 27.08.2024 के पैरा 17 में निर्धारित आचरण

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मानकों का पालन करने में असफल रहता है। तथापि, सामान्य परिस्थितियों में एमएचआई परामर्शदाता को एक माह का नोटिस देगा। परामर्शदाता भी एमएचआई को एक माह का नोटिस देकर अनुबंध समाप्त करने का अनुरोध कर सकता है।

### 13. डेटा एवं दस्तावेजों की गोपनीयता

i. परामर्शदाता (ग्रेड-2) अपने कार्यकाल के दौरान मंत्रालय की स्पष्ट लिखित अनुमति के बिना अपने कार्य हेतु एकत्रित किसी भी डेटा, सांख्यिकी, कार्यवाही या जानकारी का उपयोग, प्रकाशन, प्रकटीकरण अथवा किसी तृतीय पक्ष को हस्तांतरण नहीं करेगा/करेगी।

ii. परामर्शदाता ग्रेड-2 अनुबंध की अवधि समाप्त होने से पूर्व तथा मंत्रालय द्वारा अंतिम भुगतान जारी किए जाने से पहले अपने कार्य से संबंधित संपूर्ण अभिलेख/दस्तावेज मंत्रालय को सौंपने के लिए बाध्य होगा/होगी।

14. अन्य निबंधन एवं शर्तें, जिनका उल्लेख ऊपर नहीं किया गया है, एमएचआई के कार्यालय ज्ञापन संख्या A-45011/9/2019-Admn (19578), दिनांक 27.08.2024 (प्रतिलिपि संलग्न) में जारी दिशानिर्देशों के अनुसार होंगी।

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अनुराधा त्रिवाली

**No. 11-B-12024/14/2022-IC Cell(26086)**  
**Government of India**  
**(Bharat Sarkar)**  
**Ministry of Heavy Industries**  
**(Bhari Udyog Mantralay)**  
**(IC Cell)**

**GPOA-3, Netaji Nagar, New Delhi**  
**Dated: 25<sup>th</sup> June, 2026**

**Subject- Engagement of Consultant Grade-2 in International Co-operation Division of Ministry of Heavy Industries on contract basis-regarding.**

Ministry of Heavy Industries (MHI) seeks to engage 01 (one) Consultant Grade-2 in International Co-operation Division for providing time-bound inputs for International Co-operation Division for job description as provided below under the provisions of MHI O.M. No. No.A-45011/9/2019-Admn (19578) on 27.08.2024 (copy enclosed). Only persons with requisite qualification and experience as prescribed would be hired as Consultant Grade-2 purely on contract basis. Details of the posts and terms and conditions as well as period of engagement, eligibility, experience etc. are as under:-

(a)	Job Title and no of persons to be hired	<b>Consultant Grade-2 (International Co-operation Division) – 01 (one)</b>							
(b)	Educational Qualification	<p><b>Essential :</b> Masters or Post Graduation from a reputed and Govt. recognized Institution or equivalent.</p> <p><b>Desirable:-</b> Masters or Post Graduate Diploma or PhD in field of Foreign Trade / International Trade, Tariff and Non-Tariff/TBT matters with interdisciplinary knowledge of Electrical, Electronic, Mechanical, Industrial Machinery Equipment and Technology and Allied products and Industry.</p>							
(c)	Mode of engagement	Contract basis							
(d)	Period of engagement	Individual Consultants will be engaged for a fixed period of two years which may be extended by one year i.e., 2+1 years for providing high quality services on specific projects as per requirement of the concerned Divisions. However, their continuation in their respective position beyond the first and subsequent years would be contingent on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators. Extension beyond five years may be considered under exceptional circumstances with the approval of Secretary (HI). However, no extension will be given beyond the age of 65 years.							
(e)	Consolidated remuneration per month	<p><b>Rs.1,45,000/- per month**</b></p> <p>** In case of retired Government servant, the ceiling of age limit may be relaxed. The remuneration will be regulated in terms of DoE's O.M. dated 09.12.2020. Accordingly, a fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged during the term of the contract. There will be no annual increment/percentage increase during the contract. The remuneration may be reviewed after completion of one year on annual basis. The enhancement of remuneration may be based on the following criteria:-</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Performance</td> <td>Enhancement in Remuneration</td> </tr> <tr> <td>Performed only routine/assigned work</td> <td>Nil</td> </tr> <tr> <td>Individual Consultants who made significant contribution</td> <td>Upto 5% of the</td> </tr> </table>		Performance	Enhancement in Remuneration	Performed only routine/assigned work	Nil	Individual Consultants who made significant contribution	Upto 5% of the
Performance	Enhancement in Remuneration								
Performed only routine/assigned work	Nil								
Individual Consultants who made significant contribution	Upto 5% of the								

*[Handwritten Signature]*

	<p>in their domain and have shown exceptional quality in providing the desired output as expected by higher authorities on the assigned/specific task</p> <p>remuneration ***</p>
	<p>In exceptional cases, where any Individual Consultant has demonstrated exemplary performance in his/her domain and has made significant contribution in policy making and his or her articles have been published in reputed journals/magazine/newspaper or has authored books</p> <p>Upto 10% of Remuneration ***</p>
	<p>*** increment of up to 5% or 10% should be applied to the initial remuneration approved at the time of his/ her hiring in MHI, rather than to the revised amount from the previous year. In no case shall the remuneration of any Consultant exceed 1.20 times of the initial remuneration.</p>
(f)	<p>Age Limit</p> <p>The upper age for applicants should not exceed 50 years of age as on 01.06.2026. In case of retired Government servant, the ceiling of age limit may be relaxed.</p>
(g)	<p><b>Eligibility</b></p> <p><b>Consultant Grade-2 (International Cooperation Cell) – 1 :</b></p> <p><b>Essential :</b> Masters or Post Graduation from a reputed and Govt. recognized Institution or equivalent.</p> <p><b>Desirable:-</b> Masters or Post Graduate Diploma or PhD in field of Foreign Trade / International Trade, Tariff and Non-Tariff/TBT matters with interdisciplinary knowledge of Electrical, Electronic, Mechanical, Industrial Machinery Equipment and Technology and Allied products and Industry.</p> <p><b>Job Description:</b></p> <p><b>Consultant Grade-2 (International Cooperation Cell)</b></p> <p>In depth Analysis of import surge related matters. Analysis of various data related to Ministry of heavy Industries as shared by Department of Commerce.</p> <p>Providing the product and sector specific inputs on the matters under the administrative domain of MHI, related to bilateral and multilateral cooperation after analyzing of Tariff lines with tariff and nontariff barriers, trade policies, WTO Agreements, Rules of Origin (Preferential and Non-Preferential) for providing inputs for Trade Facilitation under Free Trade Agreement, Preferential Trade Agreement and other Economic Comprehensive Agreements with countries such as UK, Canada, ASEAN etc.</p> <p>Also provide inputs for the matter related to Trade Policy, Technical Barriers to Trade (TBT), Mutual Recognition Agreements (MRAs)/Conformity Assessment, WTO related matters, Impact Analysis, Monitoring &amp; Outreach for Import and Export Diversification and similar related issues.</p> <p>Work related to Foreign Direct Investment.</p> <p>All other matters related to International Cooperation Cell and Project Development Cell including Trade policies, tariff and non-tariff, TBT, Rule of Origin, Import Export data analysis related matters for Heavy engineering equipment manufacturing sector for all industries including Heavy electrical engineering industries, Machinery Industries, Machine Tools and Auto Industries, including tractors and earth moving</p>

*SPR*

		equipment.						
(h)	Experience	8 years of post-essential qualification experience of working in PSU / Government/ Research Organization/ Industry. It includes upto 3 years for Ph.D. holder, provided no work experience is counted during those 3 years.						
(i)	TA/DA	<p>The Individual Consultant will not be entitled to any allowances such as TA/DA, CCA, HRA, CGHS, Medical Reimbursement or any other relief, etc. However, the individual Consultant, who may require to undertake domestic official tours with due approval, will be allowed the reimbursement of or grant of advance for official expenditure as given below: -</p> <table border="1"> <thead> <tr> <th>Position</th> <th>Mode of Journey</th> <th>Reimbursement of Hotel, Taxi and Food Bills</th> </tr> </thead> <tbody> <tr> <td>Consultant Grade - 2</td> <td>By Air in Economy Class or by Rail in AC Two Tier</td> <td>Hotel accommodation of upto Rs.4500/- per day; taxi charges for AC taxi upto 50 Kms within the city and food bills not exceeding Rs.1000/- per day shall be allowed.</td> </tr> </tbody> </table> <p>In case of retired Government Servant engaged as Consultants, the TA/DA will be as per their entitlement at the time of his/her retirement.</p>	Position	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills	Consultant Grade - 2	By Air in Economy Class or by Rail in AC Two Tier	Hotel accommodation of upto Rs.4500/- per day; taxi charges for AC taxi upto 50 Kms within the city and food bills not exceeding Rs.1000/- per day shall be allowed.
Position	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills						
Consultant Grade - 2	By Air in Economy Class or by Rail in AC Two Tier	Hotel accommodation of upto Rs.4500/- per day; taxi charges for AC taxi upto 50 Kms within the city and food bills not exceeding Rs.1000/- per day shall be allowed.						
(j)	Mode of Selection	Shortlisted candidates who <i>prima-facie</i> meet the Qualification / Experience criteria for the above engagement shall be called for interview through online or offline mode.						
(k)	Medical	Prior to appointment as technical consultant, the individual consultant will have to submit a statement of Good Health from a recognized physician. In the event of death, injury or illness of any Individual Consultant which is attributable to the performance of engagement on behalf of MHI under the terms of the Consultancy Contract while the Individual Consultant is traveling at the expense of MHI or is performing any responsibilities under the Consultancy Contract in any offices or premises of MHI or Government of India, the Individual Consultant or the Individual Consultant's dependents, as appropriate, shall not be entitled to any compensation.						
(l)	Terms and Conditions	As mentioned in Annexure-A.						
(m)	Place of posting	New Delhi						

Submission of applications : Eligible candidates may apply online on the link given below within 15 days from the date of publication of advertisement on the Ministry of Heavy Industries website (<https://heavyindustries.gov.in/>)/Employment News (whichever is later). Applications will be accepted in online mode only. The Google form application link for Consultant Grade-2 in International Co-operation Division of Ministry of Heavy Industries on contract basis is also placed at Annexure-A.



(Anuradha Bhadwal)  
Under Secretary to the Govt. of India  
Tel. No.26113512

Google form application link:

<https://docs.google.com/forms/d/e/1FAIpQLSfFi5nN5BTI7R4L2LBmM5-cOSrJfKSFgE8k-IPbvV4SF4c50g/viewform?usp=header>

**THE TERMS AND CONDITIONS OF ENGAGEMENT OF CONSULTANT GRADE- 2  
(INTERNATIONAL COOPERATION CELL) IN MINISTRY OF HEAVY INDUSTRIES  
(MHI)**

1. He/She will be paid a consolidated remuneration of Rs 1,45,000/- (Rupees one lakh forty five thousand only) per month (minus Professional Tax/TDS as applicable), subject to periodical completion of work certified by the Controlling Officer. He/She will not be entitled to any allowances such as TA/DA, CCA, HRA, CGHS, Medical Reimbursement or any other relief, etc. . In case of retired Government servant, the ceiling of age limit may be relaxed. The remuneration will be regulated in terms of DoE's O.M. dated 09.12.2020. Accordingly, a fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged during the term of the contract. There will be no annual increment/percentage increase during the contract.
2. Individual Consultants will be engaged for a fixed period of two years which may be extended by one year i.e., 2+1 years for providing high quality services on specific projects as per requirement of the concerned Divisions. However, their continuation in their respective position beyond the first and subsequent years would be contingent on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators. Extension beyond five years may be considered under exceptional circumstances with the approval of Secretary (HI). However, no extension will be given beyond the age of 65 years.
3. Prior to appointment as technical consultant, the individual consultant will have to submit a statement of Good Health from a recognized physician. In the event of death, injury or illness of any Individual Consultant which is attributable to the performance of engagement on behalf of MHI under the terms of the Consultancy Contract while the Individual Consultant is traveling at the expense of MHI or is performing any responsibilities under the Consultancy Contract in any offices or premises of MHI or Government of India, the Individual Consultant or the Individual Consultant's dependents, as appropriate, shall not be entitled to any compensation.
4. He/She is also required to bring her original educational/experience certificates, Identity proof i.e. Aadhaar or Voter Id card etc for verification by this Ministry.
5. Police verification of the Individual Consultants shall be mandatorily done by the concerned Division as per the latest instructions issued by MHA. In case the police verification is received as negative, the Consultancy Contract of Individual Consultant shall cease to exist with immediate effect without any notice.
6. The Consultant may follow the normal working hours as prescribed [i.e. 09:00 AM to 05:30 PM]. However, as per the exigency s/he has to sit late to complete the time bound work or may have to attend office on holiday/weekends. The consolidated remuneration will be released by MHI on the basis of biometric



attendance registered by the Individual YP/Consultant or on certification by concerned Division in the prescribed format.

7. Individual Consultants shall be entitled to leave at the rate of one day for each completed month with no accumulation of leave beyond a calendar year. Balance leaves not availed cannot be carried forward to the next year. Further, leave up to one month may be considered without remuneration with the approval of concerned JS/AS. However, in exceptional cases for professional development, training etc., this condition may be relaxed by Secretary (HI). In case of retired Government Servants, leave will be admissible in terms of the Department of Expenditure O.M. No.3-25/2020-E.IIIA dated 09.12.2020.

8. The Consultant Grade-2 shall not engage in any activity that is incompatible with the proper discharge of His/Her duties during the period of contract with this Ministry. The Consultant Grade-2 shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on that relationship or on the integrity, independence and impartiality which are required by His/Her relationship with this Ministry.

9. During the period of assignment with the Ministry of Heavy Industries, it is likely that the Consultant Grade-2 may come across certain information of important or secret nature. The Consultant Grade-2 would, therefore, be subject to the provision of the Indian Official Secrets Act, 1923, not only during the period of assignment but also thereafter. More importantly, the Consultant Grade-2 shall not divulge any information gathered by him during the period of assignment to anyone who is not authorized to know/have the same.

10. The Individual Consultants shall be expected to follow all the rules and regulations of the Government of India which are in force. They will be expected to display utmost honesty, secrecy of office and sincerity while discharging their duties. In case, the services of any Individual Consultant are not found satisfactory or found in conflict with the interests of the MHI /Government of India, his/her engagement will be liable for discontinuation without assigning any reason.

11. He/She will complete the assigned task within the stipulated period as per the requirement of His/Her controlling officer. He/She will not take up any assignment or contract which conflicts the interest of the Government in this matter elsewhere during the period of her engagement in this Ministry.

12. Ministry may terminate the engagement in following condition:

- i. The Consultant Grade-2 is unable to address the assigned work.
- ii. The quality of work is not up to the satisfaction of the Ministry.
- iii. The Consultant Grade-2 fails the timely achievement of the milestones as decided by the Ministry.
- iv. The Consultant Grade-2 is found lacking in honesty and integrity.
- v. The MHI can terminate the Consultancy Contract at any time without prior notice and without providing any reason for it. MHI reserves the right to terminate the services of an Individual Consultant at any stage, in the event of failure in the performance of the assigned task or in the case of a failure to observe the prescribed standards of conduct as set out in para 17 of MHI O.M. No.A-45011/9/2019-Admn (19578), dated 27.08.2024. However, in the normal course, MHI will provide one month's notice to the Individual Consultant. The Individual Consultant can also seek for termination of the Consultancy Contract upon giving one month's notice to the MHI



13. Confidentiality of Data and Documents

i. The Consultant (Grade-2) shall not utilize or publish or disclose or part with to a third party, any part of data or statistics or proceedings or information collected for the purpose of His/Her assignment during the course of assignment without express written consent of the Ministry.

ii. The Consultant Grade-2 shall be bound to hand over the entire set of assignment to the Ministry before the expiry of the contract and before the final payment is released by the Ministry.

14. Other terms and conditions not mentioned above shall be as per the guidelines issued by MHI O.M. No.A-45011/9/2019-Admn (19578), dated 27.08.2024 (copy enclosed).

\*\*\*\*\*

A handwritten signature in blue ink, appearing to be 'S. S. S. S.', is written in a cursive style.

Dated 27<sup>th</sup> August 2024

**Subject: Procedure and Guidelines for Engagement of Senior Consultants/ Consultants Grade-2/ Consultants Grade-1/Young Professionals in Ministry of Heavy Industries.**

In supersession of 'Procedure and Guidelines for engagement of Technical/ Professional Consultants in the Ministry of Heavy Industries' dated 21<sup>st</sup> October 2021, the following guidelines and procedures are being prescribed for the engagement of Senior Consultants/ Consultants Grade-2/ Consultants Grade-1/ Young Professionals in the Ministry of Heavy Industries until such time as these guidelines are amended or new guidelines are issued. The engagement of such Consultants will be done by the concerned Divisions based on their own requirement approved by Secretary, MHI. These guidelines will come into effect from the date of issue.

**1. Educational Qualifications, Age, Experience and Remuneration**

1.1 **Educational Qualification:** In general, the following qualifications are required. However, any specific Educational Qualifications may be prescribed as per actual requirement of the Divisions.

**Essential** - Master's Degree in relevant subject or BE/B.Tech or 2 Years PG Diploma in Management or LLB or CA or ICWA or possessing any Professional Degree earned after a study of 4 years or more acquired after 10+2.

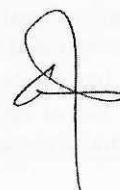
**Desirable** - Persons with M.Phil., M.Tech. M.S., LL.M, Ph.D, additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.

1.2 The Consultants are grouped into the following categories:

Name of the Position	Experience in Years*	Upper Age**	Remuneration (₹)
Young Professional	1	32 years	70,000
Consultant Grade - 1	3-8	45 years	1,00,000
Consultant Grade - 2	8-15	50 years	1,45,000
Senior Consultant	15 years & above	62 years	2,65,000

\* Experience includes upto 3 years for Ph.D. holder, provided no work experience is counted during those 3 years.

\*\* In case of retired Government servant, the ceiling of age limit may be relaxed. The remuneration will be regulated in terms of DoE's O.M. dated 09.12.2020. Accordingly, a fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged during the term of the contract. There will be no annual increment/percentage increase during the contract.



**2. Medical**

- 2.1 Prior to appointment as technical consultant, the individual consultant will have to submit a statement of Good Health from a recognized physician.
- 2.2 In the event of death, injury or illness of any Individual Consultant which is attributable to the performance of engagement on behalf of MHI under the terms of the Consultancy Contract while the Individual Consultant is traveling at the expense of MHI or is performing any responsibilities under the Consultancy Contract in any offices or premises of MHI or Government of India, the Individual Consultant or the Individual Consultant's dependents, as appropriate, shall not be entitled to any compensation.

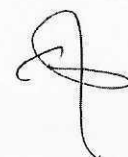
**3. Duration of Engagement**

- 3.1 Individual Consultants will be engaged for a fixed period of two years which may be extended by one year i.e., 2+1 years for providing high quality services on specific projects as per requirement of the concerned Divisions. However, their continuation in their respective position beyond the first and subsequent years would be contingent on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators. Extension beyond five years may be considered under exceptional circumstances with the approval of Secretary (HI). However, no extension will be given beyond the age of 65 years.
- 3.2 Professionals with requisite qualification and experience as prescribed would be engaged as Individual Consultants. Retired Government servants who fulfill the eligibility criteria with requisite experience in the relevant sector/field can also participate through the competitive process in line with rule 177 of GFR, 2017.
- 3.3 All other matters such as publishing of advertisement for applications, constitution of selection panel, appointment of selected candidates and their subsequent extensions, increase of remuneration (up to 5% of the remuneration) etc. shall be done with the approval of the concerned Additional Secretary/Joint Secretary/Economic Adviser of the Division concerned.
4. **Availability of Funds:** Availability of funds for incurring expenditure for release of remunerations of Consultants should be confirmed by the concerned Division before seeking approval of competent authority for hiring the Consultants. In case said expenditure is proposed to be incurred from Secretariat Head 'Professional Services', the availability of funds may be checked from GA Division.

**5. Enhancement of Remuneration**

- 5.1 The remuneration may be reviewed after completion of one year on annual basis. The enhancement of remuneration may be based on the following criteria:

<b>Performance</b>	<b>Enhancement in Remuneration</b>
Performed only routine/assigned work	Nil
Individual Consultants who made significant contribution in their domain and have shown exceptional quality in providing the desired output as expected by higher authorities on the assigned/specific task.	Upto 5% of the remuneration with approval of AS/JS/EA of concerned Division
In exceptional cases, where any Individual Consultant has demonstrated exemplary performance in his/her domain and has made significant contribution in policy making and his or her articles have been published in reputed journals/magazine/newspaper or has authored books.	Upto 10% of Remuneration with approval of Secretary (HI)



**NOTE:** The criteria based on which 10% enhancement is recommended should be spelt out and brought out in the recommendations made by the Committee constituted by the Division concerned, while evaluating the performance of the Individual Consultant.

- 5.2 The total enhancements in remuneration shall not exceed 10% annually in any case.
- 5.3 Notwithstanding anything mentioned above, in no case shall the remuneration of any Consultant exceed 1.20 times of the initial remuneration.
- 5.4 Engagement criteria may further be defined for specific positions depending on the specific requirements and circumstances.
6. **Allowances:** The Individual Consultant will not be entitled to any allowances such as TA/DA, CCA, HRA, CGHS, Medical Reimbursement or any other relief, etc. However, the individual Consultant, who may require to undertake domestic official tours with due approval, will be allowed the following reimbursement of or grant of advance for official expenditure as given below: -

Position	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills
Young Professional/ Consultant Grade - 1	By Air in Economy Class or by Rail in AC Two Tier	Hotel accommodation of up to Rs.2250/- per day; taxi charges of up to Rs.338/- per day for travel within the city and food bills not exceeding Rs.900/- per day shall be allowed.
Consultant Grade - 2/ Sr. Consultant	By Air in Economy Class or by Rail in AC Two Tier	Hotel accommodation of upto Rs.4500/- per day; taxi charges for AC taxi upto 50 Kms within the city and food bills not exceeding Rs.1000/- per day shall be allowed.

In case of retired Government Servant engaged as Consultants, the TA/DA will be as per their entitlement at the time of his/her retirement.

7. **Selection Process**

- 7.1 The concerned Division of MHI will constitute a Screening Committee comprising the following to shortlist eligible applicants from applications received through advertisement on various mediums.

Director/Deputy Secretary of concerned Division	Chairman
Under Secretary of concerned Division	Member
SO of concerned Division	Member

- 7.2 The Screening Committee shall shortlist the eligible applicants and recommend a panel of eligible candidates.
- 7.3 The shortlisted applications shall be placed before a Selection Committee with the following composition:

An Additional Secretary/ JS or equivalent officer of concerned Division	Chairperson
Representative of AS&FA/ IFW	Member
JS/Economic Adviser/CCA - for Consultant Gr.2 and Sr Consultant only	Member
Director/ DS of concerned Division	Member
Under Secretary of Concerned Division	Member Secretary

- 7.4 The Selection Committee may include an outside expert(s) on case-to-case basis in addition to the above members for selection of appropriate YP/ Consultant.
- 7.5 The Selection Committee may devise its own method for selection of suitable candidates as per the requirement. The Selection Committee shall recommend the name of suitable candidate(s) for engagement along with list of reserve candidates with a validity period of one year from the date of finalization of panel.
- 7.6 In certain exceptional cases and in the exigency of time and with full justification, selection can also be considered from a single source as per rule 194 of GFR, 2017 with the concurrence IFW and approval of SHI.
8. **Remuneration:** The consolidated remuneration will be released by MHI on the basis of biometric attendance registered by the Individual YP/Consultant or on certification by concerned Division in the prescribed format (Annexure-I).
9. **Working Hours:** The Consultant may follow the normal working hours as prescribed [i.e. 09:00 AM to 05:30 PM]. However, as per the exigency s/he has to sit late to complete the time bound work or may have to attend office on holiday/weekends.
10. **Leave:** Individual Consultants shall be entitled to leave at the rate of one day for each completed month with no accumulation of leave beyond a calendar year. Balance leaves not availed cannot be carried forward to the next year. Further, leave up to one month may be considered without remuneration with the approval of concerned JS/AS. However, in exceptional cases for professional development, training etc., this condition may be relaxed by Secretary (HI). In case of retired Government Servants, leave will be admissible in terms of the Department of Expenditure O.M. No.3-25/2020-E.IIIA dated 09.12.2020.
11. **Private Assignment:** The Consultant shall not be allowed to take up any other assignment during the period of contract with this Ministry.
12. **Telephone:** The Consultant will not be entitled to residential telephone facilities/mobile bill reimbursement.
13. **Staff Car Facility:** The Consultant will not be allowed to use Staff Car for private purposes and also for journey between residence and office.
14. **Accommodation:** The Consultant will not be entitled to any residential accommodation from the Central Government Pool.
15. **Tax Deduction 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 MHI will issue TDS Certificate/s. Goods and Service Tax, as applicable shall be admissible to the Individual Consultants. The MHI undertakes no liability for taxes or other contribution payable by the Individual Consultant on payments made under this Consultancy Contract.
16. **Police Verification:** Police verification of the Individual Consultants shall be mandatorily done by the concerned Division as per the latest instructions issued by MHA. In case the police verification is received as negative, the Consultancy Contract of Individual Consultant shall cease to exist with immediate effect without any notice.
17. **Standards of Conduct**
- 17.1 The Individual Consultants shall neither seek nor accept instructions from any authority external to MHI in connection with the performance of their obligations under the Consultancy Contract. The Individual Consultants shall not take any action that may

adversely affect the interests of MHI during their engagement in respect of the performance of the Contract or otherwise related to their obligations under the Contract. The Individual Consultants shall perform their obligations under the Consultancy Contract with the fullest regard to the interests of MHI. The Individual Consultants are enjoined not to offer any direct or indirect benefit arising from or related to performance of the Contract or the award thereof the Consultancy engagement to any representative, official, employee or other agent of MHI. The Individual Consultants shall comply with all laws, ordinances, rules and regulations bearing upon the performance of their obligations under the Consultancy Contract. In the performance of the Consultancy Contract, the Individual Consultant shall comply with the Standards of Conduct. Failure to comply with the same is grounds for termination of the Consultancy Contract governing the Consultancy.

**18. Prohibition of Sexual Exploitation and Abuse**

During the performance of the Consultancy Contract, the Individual Consultants shall comply with the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and any amendment in the law made consequently read with any rules or regulations issued in this regard by Government of India. Violation of the said provisions will constitute a breach of the terms of the Consultancy Contract and will attract penal provisions, including the termination of the contract. In addition, nothing herein shall limit the right of MHI to refer any alleged breach of the foregoing standards of conduct to the relevant statutory authorities for appropriate legal action.

**19. Title Rights, Copyrights, Patents and Other Proprietary Rights:**

19.1.1 Title to any equipment and supplies that may be furnished by MHI to the Individual Consultants for the performance of any obligations under the Consultancy Contract shall rest with MHI, and any such equipment shall be returned to MHI at the conclusion of the Consultancy Contract or when no longer needed by such Individual Consultant. Such equipment, when returned to MHI, shall be in the same condition as when delivered to the Individual Consultant, subject to normal wear and tear, and the Individual Consultant shall be liable to compensate MHI for any damage or degradation of the equipment that is beyond normal wear and tear.

19.1.2 MHI shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the Individual Consultant has developed for MHI under the Consultancy Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Consultancy Contract, and the Individual Consultant acknowledges and agrees that such products, documents and other materials constitute works made during the engagement for MHI. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Individual Consultant under the Consultancy Contract or as result of such Consultancy Contract shall be the property of MHI that shall be made available for use or inspection by MHI at reasonable times and in reasonable places. It shall be treated as confidential and shall be delivered only to MHI's authorized officials on completion of work under the Consultancy Contract.

19.2 **Confidential Nature of Documents and Information:** The Individual Consultant shall be subject to the provisions of the Indian Officials Secrets Act, 1923. The Individual Consultants shall not, except with the previous sanction of MHI or in the bona fide discharge of their duties, publish a book or a compilation of articles or participate in TV/



Radio broadcast/ Social Media or contribute an article or write a letter in any newspapers or periodical either in their own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter relates to subject matter assigned to them by MHI. The Individual Consultant is prohibited from sharing any material that was created as part of the Consultancy or received during the engagement at the MHI from external agencies or from within MHI. In the event of premature termination or completing the Consultancy Contract, the Individual Consultant shall duly handover all related documents, communications, reports etc. to the reporting officer, while, the obligations of the provisions of The Official Secrets Act, 1923 shall remain effective for all intents.

**20. Force Majeure and other Conditions**

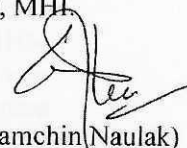
20.1 Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of any Individual Consultant.

20.2 The Individual Consultants acknowledge and agree that, with respect to any obligations under the Consultancy Contract that they must perform in or for any areas in which MHI is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations. Any delay or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Consultancy Contract.

**21. Termination:** The MHI can terminate the Consultancy Contract at any time without prior notice and without providing any reason for it. MHI reserves the right to terminate the services of an Individual Consultant at any stage, in the event of failure in the performance of the assigned task or in the case of a failure to observe the prescribed standards of conduct as set out in para 17 of these Guidelines. However, in the normal course, MHI will provide one month's notice to the Individual Consultant. The Individual Consultant can also seek for termination of the Consultancy Contract upon giving one month's notice to the MHI.

**22. Conflict of Interest:** The Individual Consultants shall be expected to follow all the rules and regulations of the Government of India which are in force. They will be expected to display utmost honesty, secrecy of office and sincerity while discharging their duties. In case, the services of any Individual Consultant are not found satisfactory or found in conflict with the interests of the MHI /Government of India, his/her engagement will be liable for discontinuation without assigning any reason.

This issues with the concurrence of IFD and with the approval Secretary, MHI.



(Khamchin Naulak)

Under Secretary to the Govt of India  
Tel No.2306 3189

To;

- 1) PSO/PPS to AS&FA/AS(Auto)/JS (HEI)/EA/CCA
- 2) All Directors/Deputy Secretaries/Joint Directors of MHI
- 3) All Sections of MHI through e-Office Notice Board
- 4) Guard File

Copy to: PSO/PPS to Secretary (HI)

**PERFORMANCE REPORT**

I certify that the performance of Shri/Smt./Ms. \_\_\_\_\_, presently working in \_\_\_\_\_ Section/Division is found satisfactory during the month of \_\_\_\_\_, 20\_\_\_\_\_.

2. He / She has availed \_\_\_\_\_ day leave during the month of \_\_\_\_\_, 20\_\_\_\_\_ and attended office on all other working days. Aadhar based attendance details are enclosed.

Name :

Designation:

