

No. A-12023/1/2020-E.NG
Government of India
Ministry of Commerce & Industry
Department for Promotion of Industry & Internal Trade
(Estt. Non Gazetted Section)

Udyog Bhawan, New Delhi
Dated 20th March, 2020

CIRCULAR

Subject: Engagement of retired Government officers as 'Consultant' on contract basis in DPIIT- inviting applications thereof- reg.

Department for Promotion of Industry & Internal Trade (DPIIT) invites applications from retired Government officers from the rank of Under Secretary/Deputy Secretary/Director and above or equivalent from Central Government/State Government/PSU/Autonomous Body having at least 10 years of experience in the domain area of public procurement for engagement as Consultant on contract basis for a period of one (01) year or till the requirement of Department, whichever is earlier. Educational qualification of degree in Engineering would be preferred.

2. The terms and conditions of the contract shall be as under:

i. The consultants will be required to perform the following duties;

- a) To examine Central Government procuring entities' tenders published online on Central Public Procurement Portal (CPPP) for their compliance with Public Procurement (Preference to Make in India) order 2017 (PPP-MII Order, 2017).
- b) To examine grievances received from local suppliers for alleged violation of PPP-MII Order 2017 by Central Government procuring entities.
- c) To examine and put up cases/proposals, policy issues in the light of Central Govt. rules and regulation, prepare briefs/presentations and analyse the proposals assigned to them by their controlling officers. They shall be fully conversant with MS-Word/PPT/Excel etc. as per role requirement and print their own notes/drafts/OMs as required. As such, consultants are expected to possess high level of proficiency in usage of Internet and MS Office.

ii. The consultants will be paid consolidated monthly remuneration equivalent to their last pay drawn minus basic pension (minus Professional Tax/TDS as applicable).

iii. The consolidated remuneration shall be payable, subject to periodical completion of work certified by the controlling Officer. They will not be eligible for any other

allowance such as HRA/Transport Allowance etc. They will, however, continue to draw their pension and relief on pension, as per their entitlement.

- iv. They should not have attained the age of 63 years on the closing date of applications.
- v. Working hours shall normally be from 9 AM to 5.30 PM during working days. However, in exigencies of work, they may be required to sit late and may be called on Saturdays/ Sundays and other holidays. They will be eligible for 08 days leave during the period of one year subject to the approval of the controlling Officer.
- vi. They will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement as 'Consultant' in the Department. All such documents will be property of the Government.
- vii. They will not 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 their assignments or during the course of, assignment for the Department without the express written consent of the Department.
- viii. The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Department shall remain with the Department.
- ix. Their attention is drawn to Central Vigilance Commission's circular no. 01/01/17 dated 23.1.2017 and circular no. 08/06/2011 dated 24.6.2011 regarding engagement of consultants. They will be completely accountable for any advice or any service rendered by them during their engagement in this Department in view of norms of ethical business and professionalism.
- x. They must act, at all times, in the interest of DPIIT and render any advice/ service with professional integrity.
- xi. They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in this Department. If required, they will cooperate fully with any legitimately provided/ constituted investigative body, conducting inquiry into processing or execution of the consultancy contract/ any other matter related with discharge of contractual obligations by the consultant.
- xii. The consultants 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 nor will they indulge in any activity outside the terms of the contractual assignment.
- xiii. They will complete the assigned task within the stipulated period as per the requirement of their controlling officers. They will not take up any assignment or contract which conflicts with the interest of the Government during the contract period.
- xiv. They shall be bounded to hand-over the entire set of records of assignment to the Department before the expiry of the contract and before the final payment is released by the Department.

xv. The engagement as Consultant can be terminated by the Department 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.

3. Interested retired Central Government officers may submit their applications in the enclosed format along with a copy of Pension Payment Order to the Under Secretary (Establishment), Room No. 366-A, Udyog Bhawan, New Delhi-110011 within 20 days from the date of issue of the circular. The applications can also be sent by email at address given below. Incomplete applications or applications received after due date will be rejected.



(Shambhu Datt Sati)

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To

1. NIC, DPIIT, for uploading this circular on DPIIT website.
2. Under Secretary, CS-I Division, DOPT, Lok Nayak Bhawan, New Delhi with request to give wide publicity to the the circular.