

A-12024/08/2011-Estt.I
Government of India
Ministry of Rural Development
Department of Rural Development

KrishiBhavan, New Delhi,
Dated the 6th January, 2012.

Subject: **Engagement for Consultant in the Department of Rural Development**

The Department of Rural Development, Ministry of Rural Development, Government of India, invites applications from experienced retired Section Officers/Accounts Officers for engagement as Consultant. Section Officers/Accounts Officers retiring in January, 2012 are also eligible to apply. The details including eligibility criteria, TOR, etc. are available on the Ministry's website: www.rural.nic.in. The Department of Rural Development reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.

Last date for submission of applications is 24th January, 2012 upto 11:00 a.m. Applications received after due date and time will not be considered.

(GEORGE Y.)

Under Secretary to the Govt. of India

To

All Ministries / Departments of Government of India. They are requested to give this notice wide publicity amongst all their eligible Officers.

Copy also to the NIC Cell for up-loading on the website of the Ministry.

TERMS OF REFERENCE FOR
Application from Individuals for
Appointment as Consultant in the
Department of Rural Development
Ministry of Rural Development
Government of India.

1 **INTRODUCTION:** This Ministry's main objective is to alleviate rural poverty and ensure improved quality of life for the rural population especially those below the poverty line. These objectives are achieved through formulation, development and implementation of programmes relating to various spheres of rural life and activities, from income generation to environmental replenishment. The policies and programmes have been designed with the aim of alleviation of rural poverty which has been one of the primary objectives of planned development in India.

This Ministry has been acting as a catalyst effecting the change in rural areas through the implementation of wide spectrum of programmes which are aimed at poverty alleviation, employment generation, infrastructure development and social security. Over the years, with the experience gained, in the implementation of the programmes and in response to the felt needs of the poor, several programmes have been modified and new programmes have been introduced such as MGNREGA, PMSGY, NRLM/SGS, IAY, NSAP, etc.

2. The Department of Rural Development intends to engage 03 well experienced Individuals as Consultants having proven track record of around 10 years in related field for providing consultancy services to the Department of Rural Development on Contract basis.

3. **Scope of Work/Job Responsibility:**

- Matters relating to pension cases of all pre-2006 pensioners, family pensioners.
- Revision of pension cases of employees absorbed in PSUs.
- Reopening of pension cases of 4th Pay Commission (1986) and 5th Pay Commission (1996) and revision of pension.
- Coordination with pensioners, family pensioners, Pay & Accounts office, C PAO, Pension Disbursing Authority(Banks), Department of Pension etc.
- RTI matters regarding pension.
- Updation of records and fixation of pension.
- Other establishment matters entrusted from time to time.
- Reports and returns.

3.1. Eligibility Criteria:

The Consultant proposed for engagement shall be well acquainted with the functioning of Central Government Ministries / Departments. Persons retired from the post of Section Officer/Accounts Officer from Central Govt. Ministries / Departments, having long experience in Administration / Establishment shall be given preference.

3.2. Age Limit:

Candidate should not be more than 64 years of age as on 1st January, 2012.

3.3. Communication and Drafting Skill:

Should have good communication and interpersonal skills with a strong flair for in depth handling work relating to Administration / Establishment.

3.4. Computer Literacy:

Computer Literacy is compulsory.

4. Type of appointment:

The appointment will be purely on contract basis.

5. Accommodation:

The Consultant needs to have own accommodation facility in Delhi / New Delhi or nearby places. No accommodation or House Rent will be provided by the Department.

6. Contract Period:

Initial contract would be for a period of 6 months extendable for further period as may be decided by the Department. However, the maximum period of appointment will be for a period of three years or 65 years of age whichever is earlier.

7. Terms of Payment:

The payment would be made on monthly basis as per monthly remuneration agreed to at the time of appointment.

8. 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 Department will issue TDS Certificate/s. Service Tax, as applicable shall be payable extra, at the prevalent rates.

9. **No extra charge:**

The monthly fees approved by the Department in the Contract, will be inclusive of the costs of Consultant's travel, lodging and boarding, and also all incidental expenses, professional fees etc. No separate charges will be payable by the Department on any such account. However, in case the Consultants are required to travel outside Delhi in the context of the work/assignment, the Department shall reimburse the actual cost as per the Rules/Regulations of the Central Government.

10. **Confidentiality of data and documents**

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the Department shall remain with the Department. No one shall utilise 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 this assignment or during the course of the assignment for the Department, without the express written consent of the Department. The Consultant shall be bound 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.

11. **Conflict of interest:**

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.

12. **The Department reserves the rights, as follows:**

To decide to cancel this advertisement, and not to proceed in the matter, at any stage accept or reject any or all applications, without giving any explanation, whatsoever.

13. **Termination of Agreement:** The Department may terminate a contract to which these Terms apply if:

- . The Consultant is unable to address the assigned works,
- . Quality of the assigned works is not to the satisfaction of the Department.
- . The Consultant fails in timely achievement of the milestones as finally decided by the Commission.
- . The Consultant is found lacking in honesty and integrity;
- . The Department reserves the right to terminate the contract, by giving fifteen days' notice to the Consultant.

Termination shall be effected by written notice served on the Consultant and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before termination.

14. **Governing law:**

The contract shall be governed by and construed in accordance with the laws of the Republic of India. The Consultant shall provide a concept note about his understanding of the task/scope of the work he is supposed to undertake while working with Department under the present contract.

15. **Remuneration:**

Negotiable. Suitable remuneration shall be paid to the right candidate as per relevant experience and qualification.

16. **Basis for Evaluation**

The scrutiny of applications will be carried out by the Department on the basis of required qualification & experience of individuals based on past work experience.

17. **Guidelines for submission of the Applications:**

The duly completed Application in prescribed format should be submitted so as to reach the Department on or before **11:00 hrs on 24.01.2012**. In the event of the specified date for the submission of the application being declared a holiday, the application will be received up-to the appointed time on the next working day of the Department. Any application received after the above mentioned deadline will be rejected and may be returned.

* * * * *

(FORMAT)

Date: _____

FROM:

TO:

Under Secretary (Admn),
Ministry of Rural Development
Department of Rural Development
Govt. of India
Room No.378-A, KrishiBhavan New Delhi

Subject: "Application for appointment as Consultant on Contract basis"

Sir,

I, _____, enclose herewith my application for providing services as Consultant in Department of Rural Development as mentioned in para "Task/Scope of Work/" in TOR documents.

Yours faithfully,

Signature _____

Full Name _____

Designation _____

Address _____

Encl.: (list of all enclosures)

(FORMAT)

Relevant Experience & Track Record

Date: _____

A brief description of similar nature of work as mentioned in TOR documents carried out in the last 10 years.

FROM:

TO:

Under Secretary (Admn),

Ministry of Rural Development

Department of Rural Development

Govt. of India Room No.378-A, KrishiBhavan New Delhi

A. Brief description of the work

B. Significant nature of work carried out in the last 10 years

(The following information should be given in respect of each major assignment separately.)

1. Title of assignment

2. Objective of assignment

3. Narrative description of the assignment.

4. Name of the client

5. Address

Yours faithfully,

Signature _____

Full Name _____

Designation _____ Address _____