

A-12036/1/2009-Admn.
Government of India
Ministry of Rural Development
Department of Rural Development

NBO Building, Nirman Bhavan
New Delhi, dated 9th August, 2012

CIRCULAR

Subject: Engagement of Two Consultants in Department of Land Resources.

The Department of Land Resources, Ministry of Rural Development, Government of India, invites applications from retired Section Officers/Assistants/PS for engagement as Consultants on contract basis. The details including eligibility criteria, TOR, etc. are available on the Department's website: www.dolr.nic.in. The Department of Land Resources 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 28.08.2012 up to 05.30 p.m. Applications received after due date and time will not be considered.



(Anoop Kumar)

Under Secretary to the Govt. India

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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: NIC Cell for uploading on the website of the publicity

**TERMS OF REFERENCE FOR
APPLICATION FROM INDIVIDUALS FOR
APPOINTMENT AS CONSULTANTS IN THE
DEPARTMENT OF LAND RESOURCES**

Post: Consultants (two)

1. Duty

1. Processing of cases for release of funds to States
2. Processing of cases relating to VIP References/Parliament Questions/Court cases/RTI Etc.
3. Processing of cases on establishment and personnel matters.
4. Processing of cases on General Administration matters.

2. Eligibility Criteria:

The Consultants proposed for engagement shall be well acquainted with the functioning of Central Government Ministries / Departments. Persons retired from the posts of Section Officers/Asstts/PS from Central Govt. Ministries / Departments, having experience in the above field shall be given preference.

3. Duration

The candidate selected will be appointed purely on contractual basis initially for period of six months. Further extension on year to year basis will be considered based on work performance and the need for the specific post. The appointment of the contractual position may be terminated by the Deptt. of Land Resources without giving any reason.

4. Age Limit:

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

5. Communication and Drafting Skill:

Should have good communication and interpersonal skills with a strong flair for in depth handling work relating to release of funds to States under Schemes/Court Cases/Parliament Questions/RTI/Administration/Establishment etc.

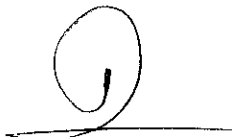
6. Computer Literacy:

Computer Literacy is compulsory.

7. Type of appointment:

The appointment will be purely on contract basis.

8. 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.

9. 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.

10. Terms of Payment:

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

11. 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.

12. 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 Consultant is 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.

13. 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.

14. 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.

15. 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.

16. 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 Department.
- . 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.

17. 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.

18. Remuneration:

For positions above, a consolidated monthly fee depending upon the qualifications and experience of the candidate will be paid .

19. Basis for Evaluation

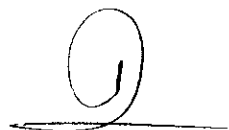
The scrutiny of applications will be carried out by the Department on the basis of required qualification & experience of individuals based on past work experience.

20. 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 **05.30 hrs on 28.8.2012**. 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.

21. Other terms and conditions

- (i) Allowance - The Consultant shall not be entitled to any allowance such as DA, CCA, HRA, CGHS, Medical Reimbursement or any other relief etc.
- (ii) TA/DA - Consultant may be allowed to draw TA/DA as per normal rules applicable to any serving officer of the Government of India of the same level while he is on official tour.
- (iii) Headquarters - Though the Headquarters of the Consultant will be at Delhi, he may be liable to serve anywhere in India.
- (iv) Telephone- Consultant will not be entitled to telephone facilities.
- (v) Personal support staff- Consultant will not be entitled to personal support staff.
- (vi) Transport - Consultant will not be entitled to transport facilities.
- (vii) Staff Car - Consultant will not be entitled to use the staff car for private purposes and also for journey between residences work place.
- (viii) Leave - Consultant 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 absence beyond 8 days in a year (calculated on a pro-rata basis). Also un-availed leave in a year cannot be carried forward to next calendar year.
- (ix) Duties and Functions - The Consultant will be required to discharge the duties as assigned to him by the Department.



APPLICATION FORMAT FOR THE POST OF CONSULTANT

1. NAME
2. FATHER'S NAME
3. PRESENT/RESIDENTIAL ADDRESS
4. DATE OF BIRTH: DD/MM/YYYYY
5. E-MAIL ADDRESS WITH TELEPHONE NO.
6. DATE OF ENTRY INTO GOVT. SERVICE
7. DATE OF RETIREMENT
8. EDUCATIONAL QUALIFICATIONS:
9. BRIEF PARTICULARS OF SERVICE WITH NATURE OF DUTIES PERFORMED (starting from last appointment)

S. No.	Name of Ministry/Deptt.	Period (MM/YVYY)		Post held	Nature of Work
		From	To		

10. Knowledge of Computer

MS Word	
MS Excel	
Power Point Presentation	

12. ADDITIONAL INFORMATION, IF ANY, IN SUPPORT OF YOUR SUITABILITY FOR THE POST.

This is to certify that no disciplinary proceedings were pending against me on the date of application and the information given above is true to the best of my knowledge and belief. The supporting documents would be made available on demand.

Yours faithfully,

Signature _____
Full Name _____

DATE
PLACE

