

Department of Pharmaceuticals

Subject: - Hiring of 03 Consultants (Non-technical, Grade-II) [02 against regular post of SO & 01 against regular post of PS] in Department of Pharmaceuticals on contract basis –reg.

INTRODUCTION: - Consultant (Non-tech) to perform office work as assigned from time to time. Consultant (Non-tech) shall assist the senior officers/officials to carry out their duties. Consultant shall be posted in various sections/Divisions for assisting the regular work like noting, drafting of letter, reply to the communication received from various other Departments, statutory bodies, PSUs etc.

2. The number of Consultants and Eligibility Criteria are as under:-

Officers have retired from Central Government or State Government or Union Territories or PSU or Semi Government or Autonomous or Statutory organizations.

Consultant (Non-tech, Grade-II) - 03 Posts [02 against regular post of SO & 01 against regular post of PS]

Essential Qualification	Bachelors' Degree in any discipline or equivalent degree/diploma
Experience	i) 3 year working experience as Section Officer/ US retired under Government setup. ii) 3 year working experience as Private Secretary/ PPS retired under Government setup. iii) 8-15 years working experience in listed/ Corporate/ PSU setup.

3. Age:-

Upper age limit for the Consultants shall be 64 years.

4. Remuneration: -

(a) Consultant (Non-tech, Grade-II)

Consultant (non-tech) grade-II	3 years as Section Officer / Private Secretary or retired as Under Secretary/ PPS in Government.	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 paid as fixed shall remain unchanged for the term of the contract.	A fixed amount of Rs.5000/- per month shall be paid as Transport Allowance
	8-15 years' experience in listed /Corporate/Public Sector entities	65000 (fixed)	

(b) The Consolidated remuneration will include applicable taxes and no other allowances will be paid.

(c) Tax Deduction at Source: on consolidated remuneration.

6. TA/DA: - The Individual consultant may be required to undertake domestic tours subject to approval of the Competent Authority and they will be allowed TA/DA reimbursement at par as admissible to Under Secretary to the Government of India.

7. Leave:-Individual Consultant shall be eligible for 18 days leave during the period of one year on pro-rata basis. Accumulation of leave beyond a calendar year may not be allowed. "No work no pay" will be applicable during the period of contract, if more than prescribed leave is taken. However, in Exceptional cases for professional development, training etc. this condition may be relaxed by Secretary (Pharma).

8. Standards of Conduct: -The consultants shall comply with all laws/rules and regulations bearing upon the performance of their duties. Failure to comply with the same is grounds for termination of the contract of the individual consultant.

9. Prohibition of Sexual Exploitation and Abuse: - In the performance of his duties, the individual Consultant shall comply with the Sexual harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Any breach of the provisions thereof shall a ground for termination of his services. Any further action may also be recommended for appropriate legal action.

10. Other Terms & Conditions of the Contract: -

- a. Candidates shall be hired on contractual basis for a given period of work or for a period upto 1 year. This term can be extended upto 5 years depending on the performance of the candidate or need of the Department.
- b. The Consultants shall be selected by a Selection Committee set up by the Department.
- c. The contract can be terminated at any time by the Department giving one month's notice without assigning any reason. The services can also be terminated if the competent authority is dissatisfied with their performance.
- d. The Consultant shall perform the duties assigned to him. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowance will be admissible in case of such assignment.
- e. Basic support like office space, furniture, stationery, computer, access to internet etc. will be provided where needed by the Department so that assigned duties may be handled smoothly.
- f. Selected Personnel hired as Consultants will be offered appointment letters to get the assignment. They would be required to join within prescribed period as indicated in the appointment letter.
- g. The Consultants shall not be entitled to any benefit like Provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to a Government Servant appointed on regular basis.

- h. The Consultants shall not be entitled to any TA for joining the appointment.
- i. If any declaration given or information furnished by Consultant proves to be false or if he/she is found to have willfully suppressed any material information, he/she will be liable for removal from such contract and also such other action as the Government may deem necessary.
- j. The hiring/contract will be subject to physical fitness and the Consultant is required to submit a certificate to this effect at the time of joining.

Last Date of Closing: **21 days** from the date of advertisement in the newspaper.

NOTE: Candidate may send their duly filled application at soestt-pharma@nic.in

**APPLICATION FORM FOR CONSULTANTS AND YOUNG PROFESSIONALS
IN DEPARTMENT OF PHARMACEUTICALS**

1.	Name					
2.	Father's Name					
3.	Date of Birth					
4.	Nationality					
5.	Mailing Address					
6.	Telephone/Mobile No.					
7.	Mailing Address (with Telephone/Mobile No. and E-mail address)					
8.	Permanent Address					
9.	Educational Qualification					
	Course	Subject	University/Institute	Year of Passing	Division/Class	
10.	Work Experience (Add a separate sheet, if required)					
	Organization/Institute	Period		Nature of Work	Remarks	
		From	To			
11.	Reference	1.				
		2.				