

M-11015/186/2024-POLICY

Government of India
Ministry of Panchayati Raj

11th Floor, Jeevan Prakash Building,
K.G.Marg, New Delhi

Dated December, 2024

Subject: Hiring of External Manpower (Professionals) on contractual basis in the Ministry of Panchayati Raj.

Ministry of Panchayati Raj (MoPR) invites applications for the services of professionals for engagement as Consultants (from open market) on contract basis on full time basis with the following educational qualifications, experience & job description:-

Consultants

1. Post and General Condition	Consultants (Post-04) The total number of Manpower/External Professionals to be engaged shall depend upon the actual requirement at a particular point of time and provision of budget.
2. Educational Qualification and Experience	Education Qualification a) 02 Consultant should have Post Graduation/Masters in Social Works/ Sociology/ Anthropology/ Culture. b) 01 Consultant should have Graduate/Post Graduation in Law. c) 01 Consultant should have Master's in Finance/ Business Administration. Experience Initial fee may be fixed at Rs 90,000/- for having minimum experience of 2 years, Rs 1,00,000/- for having minimum experience of 4 years, Rs 1,10,000/- for having minimum experience of 8 years, Rs 1,20,000/- for having minimum experience of 12 years, Rs 1,30,000/- for having minimum experience of 16 years. It will be subject to fulfilling the educational eligibility. In this regard the decision of the Consultancy Evaluation Committee (CEC) stated in Para 6 of the PESA Cell Guidelines will be final and binding.
Working Knowledge	Expert knowledge of MS office, ICT tools, typing ability, good command over English and Hindi language with excellent communication skills and flair for in-depth handling of work

Responsibility of the Position	The person(s) who possess the requisite educational qualification with relevant professional experience will be engaged to deliver in such areas where in-house expertise is not readily available. Professional(s)/Candidate(s) would be engaged for a fixed-term period for providing high quality work and services to the Ministry of Panchayati Raj and for attending to specific and time-bound schematic activities and activities under various aspects of the Policy division of the Ministry such as: <ul style="list-style-type: none"> i. Activities related to the trainings & implementation of PESA. ii. Follow up with the States for trainers/training at all tiers related to PESA and for any other assigned tasks. iii. Review and regular updation of the training modules of PESA. iv. All activities related to PESA dashboard, integrated PESA-GPDP Porta etc. v. Activity mapping related activities and dashboard management vi. Policy aspects relating to PESA and Article 243 of the Constitution etc. vii. Coordination with other Ministries/Departments as per works assigned. viii. PESA Call Center: Responding to the queries from States/ PRIs regarding PESA. ix. Any other activities which will help in making PESA Gram Sabhas/ Blocks/ Districts future ready.
Remuneration	Rs.90,000/- – Rs.1,30,000/- based on the recommendations of the Consultancy Evaluation Committee (CEC) keeping in view the work experience, qualifications and other abilities.
Age Limit	The maximum age limit at the time of engagement shall be 55 years.

2. Tax Deduction at Source (TDS): TDS as admissible shall be deducted from the monthly remuneration of the manpower engaged. A TDS certificate shall be issued by the concerned DDO on demand.

3. Period of engagement: The initial term of engagement shall be ONE YEAR and subsequent extension(s), if any, shall be considered on case to case basis depending on the requirements of a specific job and the timeframe for its completion, quality of output and based on recommendations of the concerned Divisional Head and approval of Secretary (Panchayati Raj).

4. Procedure for Selection:- The applications received through open market will be scrutinized in terms of required educational qualifications and relevant professional experience by a Scrutiny Committee before the same are placed before the Consultancy Evaluation Committee (CEC) in MoPR. The CEC after interaction with the shortlisted candidates, recommend a panel of selected candidates at the time of recruitment, subject to sufficient number of candidates securing the minimum benchmark set by the CEC based on the personal interaction/interview. The CEC as indicated above may also devise an appropriate marking system based on various criteria like appropriate educational qualifications, required professional experience in relevant fields/sector, test/interview etc.

5. Fixation of remuneration/fee:

- a. The fee will be fixed based on the recommendations of the CEC keeping in view the relevant professional experience, required educational qualifications, and other skills and competencies. In case of candidates possessing higher qualifications and/or experience in the relevant field, based on the recommendations of the Divisional Head, the CEC at the time of selection can also recommend fee higher than the minimum of the fee range of the category.
- b. The Consultancy Evaluation Committee (CEC) may consider revision in monthly remuneration by not more than Rs. 5000/- (including local conveyance), at the time of annual renewal of contract, based on performance and with the concurrence of IFD and approval of Secretary, PR.

6. Entitlements:

6.1 Allowances: The external professional / manpower engaged shall not be entitled to any allowances such as dearness allowance, residential telephone, transport facility, residential accommodation, personal staff, CGHS, medical reimbursement, etc.

6.2 Leave: The engaged external professional/manpower shall be eligible for 18 leaves in calendar year on pro-rata basis. Personnel shall not be eligible for any remuneration in case of his/her absence beyond 18 days in a year (calculated on pro-rata basis). There will be no accumulation of leaves beyond a calendar year. MoPR would be free to terminate the contract in case the engaged person is absent for more than 15 days beyond the entitled leave in a calendar year without permission of the Divisional Head concerned.

6.3 Maternity Leave Benefit: A women engaged professional shall also be eligible for Maternity Leave benefit as admissible under Maternity Benefit Act as per extant rules in this regard.

6.4 TA/DA: No TA/DA shall be admissible for joining of the assignment or for return journey on completion of assignment. For travel on official duty, TA reimbursement of Second AC Train fare/Air Fare (Economy Class) will be admissible. DA admissible for hotel accommodation of up to Rs. 2250/- per day, reimbursement of local travel charges up to Rs. 338/- per day for travel within city and reimbursement of food bills not exceeding Rs. 900/- per day shall be made, which is subject to change as per rules enforce.

7. Police Verification: Police Verification after engagement of the personnel will be done. In-case the police verification is received as negative the contract of External Manpower (Professional) engaged shall cease to exist with immediate effect without any notice.

8. Provision for Identity Card: The engaged personnel will be provided ID card with the validity of one year and subject to yearly renewal as per the appraisal of Divisional Head. The ID card to be issued with due signature of competent authority from the Establishment section of MoPR. If, the engaged personnel are found misusing the ID card, immediate cancellation of the card followed by necessary legal action by the competent authority.

9. Other Terms & Conditions of the Contract:

- i. The engagement of External Manpower (Professionals) would be on full-time basis, and they would not be permitted to take up any other assignment/work neither as an employee/employer or executive member of any organization/institution, during the period of their engagement with the MoPR.
- ii. 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 in the Ministry. All such documents will be the property of the Government of India.
- iii. They will not utilize or publish 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 of the Department.
- iv. The Intellectual Property Rights (IPR) of the collected data as well as deliverables produced for the Ministry, shall remain with the Ministry.
- v. They will be completely accountable for any advice, or any service rendered by them during their engagement in the Ministry in view of norms of ethical business and professionalism.
- vi. They must act, at all times in the interest of Ministry of Panchayati Raj and render any advice/service with professional integrity.
- vii. They will maintain highest standards of integrity, transparency, accountability, competitiveness, courtesy, and efficiency while working as Consultant in this Ministry.
- viii. The engaged External Manpower (Professionals) so appointed shall in no case represent or give opinion or advice to others in any matter which neither is averse to the interest of the Ministry nor indulge in any activity which is a cause of conflict of interest and outside the terms of the contractual assignment.
- ix. They will maintain unconditional devotion to duty adherence to the rules such as punctuality, office discipline and decorum, positive attitude towards work as well as due courtesy to the superior.
- x. Any person against whom any audit objection pending, or disciplinary/vigilance matter contemplated, during their entire working career, will not be considered for the post.
- xi. Working Hours shall normally be from 09.00 am to 5.30 pm during working days. However, in exigencies of work, they may be required to work beyond office hours and may be called on Saturday/Sundays or other holidays.
- xii. In case of any violation, engagement will be immediately terminated and the remuneration for the period of any other organisation to be deposited with DDO with penal interest @ as per extant government rule.

10. Performance Appraisal: - An Annual Appraisal of the External Manpower (Professionals) would be undertaken. Assessment would be done by the controlling officer of the Division and countersigned by the Head of Division.

11. Termination of Contract:

The Ministry may terminate a Contract, if:

- i. The engaged personnel are unable to address the assigned works to the satisfaction of the Ministry.

- ii. Quality of output on the assigned works of the engaged personnel is not to the satisfaction of the Ministry.
- iii. The engaged personnel fail in timely achievement of the milestones as decided by the Ministry.
- iv. The engaged personnel are found lacking in honesty and integrity.
- v. The MoPR reserves the right to terminate the contract, by giving one month's notice to the engaged personnel.
- vi. The engaged personnel can leave the Ministry by giving a notice for a period of not less than one month, failing which s/he will need to deposit one month's salary or legal action will be taken against S/he.
- vii. In exceptional cases/circumstances, notice period can be curtailed with the approval of Secretary, PR on the recommendation of concerned Division Head.

12. Rights of the Ministry:-

12.1 The Ministry has the right to cancel the advertisement, and not go for engagement of manpower, at any stage. It may accept or reject any or all applications, without giving any reasons there for, whatsoever.

12.2 If required, any of the provisions of these Guidelines may be relaxed in the interest of the Government with the approval of Secretary, Ministry of Panchayati Raj.

13. The applications should be in the format enclosed at **Annexure** and supported with self-attested copies of proof of age, address proof, educational qualifications/ experience certificate(s).

Note: The applications, in a sealed cover, should reach through SPEED POST to the Under Secretary (Policy), Ministry of Panchayati Raj, 11th Floor, Jeevan Prakash Building, K.G.Marg, New Delhi –110001 within 21 days from the date of uploading of the advertisement on the official website of this Ministry (www.panchayat.gov.in) & Central Public Procurement Portal.

14. Sealed Envelope should be marked as “**Application for engagement as Consultant for PESA Cell**”. Incomplete application not supported with self-attested educational qualification/ skill qualification/ experience certificates will not be entertained.

-Sd-
(Ajay Kumar)
Under Secretary to the Government of India
Email: ajay.k42@nic.in
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**FORMAT FOR APPLICATION FOR ENGAGEMENT AS CONSULTANT IN THE
MINISTRY OF PANCHAYATI RAJ, NEW DELHI.**

1. Name (in Block Letters): _____

2. Father's /Spouse Name: _____

3. Date of Birth (DD-MM-YYY): _____

4. Nationality : _____

5. Mailing Address : _____

6. Mobile No. : _____

7. E-mail ID : _____

8. Permanent address : _____

Paste recent
photo graph

9. Educational Qualifications & Year of Passing (Bachelor degree on wards):

Sl. No.	Course	Subject(s)	University/ Institute	Year of Passing	Division/ Class
1.					
2.					
3.					

10. Experience (from latest)

Sl. No.	Organization/ Institute	Experience					Nature of work	Remarks
		From	To	Total Experience				
				Years	Months	Days		

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(Self-attested copies of certificates supporting proof of age, address proof, educational qualifications and experience **must be enclosed with this application form**)

11. Working knowledge of e-office (Yes/No) (If yes, attach mention details)

12. Any other relevant Information:

13. Reference:

(i)

(ii)

DECLARATION

I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Ministry of Panchayati Raj. I have read the vacancy circular and ready to accept all the terms and conditions for engagement of Consultant.

Date:

Signature of the candidate:

Place:

Name of the Candidate: