

**Invitation of applications for appointment as Senior Consultant/
Consultant in the Department of Economic Affairs, Ministry of Finance**

The Department of Economic Affairs proposes to engage 2 Young Professionals (Financial) and 2 Consultants (Financial) for attending to specific and time-bound jobs in Infrastructure and Energy Division. Only persons with requisite qualification and experience as prescribed would be hired as Young Professional/ Consultant.

1. Requirement :

- | | |
|-------------------------|-------|
| 1.1. Young Professional | : Two |
| 1.2. Consultants | : Two |

2. Age Limit:

- | | |
|------------------------|--------------------------|
| 2.1 Young Professional | : Not exceeding 30 years |
| 2.2 Consultant | : Not exceeding 40 years |

3. Qualification:

3.1 Young Professional: Masters' degree in Economics/ Finance or MBA(Finance) or Chartered Accountant/ Cost Accountant.

3.2 Consultant: Masters' degree in Economics/ Finance or MBA(Finance) or Chartered Accountant/ Cost Accountant with minimum three years post-qualification relevant professional/ academic/ research experience

4. Tenure:

4.1 The maximum continuous tenure of a Young Professional/ Consultant in any category would be 2 years + 1 year (subject to performance and presence of the professional in the Division concerned being highly useful).

4.2 The appointment of Young Professional/ Consultant is of a temporary nature and the appointment can be cancelled at any time by the Ministry without assigning any reason.

5. Other Entitlements/ Conditions

5.1 Remuneration

- | | |
|--------------------|----------------|
| Young Professional | : Rs. 40,000/- |
| Consultant | : Rs. 80,000/- |

5.2 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 admissible to Young Professionals/ Consultants

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5.3 Other Allowances:

No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities like DA, accommodation, residential phone, conveyance/transport, foreign travel, personal staff, medical reimbursement etc. would be admissible to Consultant.

5.4 Leave :-

All Young Professionals/ 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 her absence beyond 8 days in a year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year.

6. Confidentiality

A. The Young Professionals/ Consultant may not, except with the previous sanction of Department of Economic Affairs in the bonafide discharge of her duties, publish a book or a compilation of articles or participate in a radio broadcast or contribute an article or write a letter to any newspaper or periodical, either in her own name or anonymously or pseudonymous in the name of any other person, if such book, article, broadcast, uses any information that she may gather as part of this consultancy, without the prior approval of the DEA.

B. During the period of assignment with Department of Economic Affairs, the Consultant would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by her during the period of her assignment to anyone who is not authorized to know/ have the same.

C. The Young Professionals/ 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.

7. Termination of Agreement

The Department may terminate a contract to which these Terms apply if:

1. The Young Professional/ Consultant is unable to address the assigned works.
2. Quality of the assigned works is not to the satisfaction of the Department.
3. The Young Professional/Consultant fails in timely achievement of the milestones as finally decided by the user division.
4. The Young Professional/ Consultant is found lacking in honesty and integrity.

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The Department reserves the right to terminate the contract, by giving thirty days' notice to the Young Professionals/ Consultant.

8. Submission of application:

Separate application shall have to be submitted for each position. The application in the format given in Annexure-I, should reach Room No. 230, D/o Economic Affairs, M/o Finance, North Block, Central Secretariat by post or email (rama.kumar@nic.in) on or before 18.07.2016. For any further enquiry, please contact at Telephone No. 011-23095249.



The persons who fulfill the eligibility conditions after going through the details of scope of work and terms and conditions and other details may apply in the prescribed format as given below.

I. Format for Application

(i) Name:

(ii) Date of Birth:

(iii) Address for correspondence:

(iv) Contact No.: Landline _____ Mobile: _____

Email:

(v) Academic Qualification (In reverse order, starting from the latest):

S. No.	Degree	Year	Subjects	University/ Institute	Class/ Division,	distinction (if any)

* Attach Separate copy if required.

(vi) Professional Qualification (In reverse order, starting from the latest):

S. No.	Degree	Year	Subjects	University/ Institute	Class/ Division,	distinction (if any)

* Attach Separate copy if required.

(vii) List of relevant technical and academic publications:

(viii) Relevant experience:

(a) Year-wise tasks of similar nature carried out during last three years.

(b) Relevant experience of working for national bodies.

(c) Relevant experience of working for international bodies.

(d) Works of similar nature in hand and the expected date of completion.

(ix) Proposed methodology and plan to achieve the assigned tasks within the given time-frame.

Recent self attested photograph

Name & Signatures of the applicant:

Date:

ad

Place: