



No.A.40011/05/2023-Ad.VII
Government of India
Ministry of Finance
Department of Economic Affairs
Admin VII Section



भारत 2023
ONE EARTH - ONE FAMILY - ONE FUTURE

Invitation of application for appointment as Young Professionals and Consultants on contract basis in the Department of Economic Affairs, Ministry of Finance, New Delhi.

The Department of Economic Affairs proposes to engage Young Professionals and Consultant for specific assignments on contract basis. The detailed guidelines and term of reference for applying for the posts are available on the website of the department (<https://dea.gov.in>). Interested candidates may apply on webportal <https://mofapp.nic.in/cadre> within 15 days of publication in the Newspapers.

(Sunil Kumar Gupta)
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No.A.40011/05/2023-Ad.VII
भारत सरकार
वित्त मंत्रालय
आर्थिक कार्य विभाग
प्रशासन VII अनुभाग



भारत 2023
ONE EARTH - ONE FAMILY - ONE FUTURE

आर्थिक कार्य विभाग, वित्त मंत्रालय, नई दिल्ली में अनुबंध आधार पर युवा पेशेवरों / परामर्शदाताओं (कंसल्टेंट) की नियुक्ति हेतु आवेदन के लिए आमंत्रण

आर्थिक कार्य विभाग विशिष्ट कार्यों हेतु अनुबंध आधार पर युवा पेशेवरों / परामर्शदाताओं को नियुक्त करने का प्रस्ताव करता है। पद हेतु आवेदन करने के लिए विस्तृत दिशानिर्देश और विचारार्थ विषय विभाग की वेबसाइट (<https://dea.gov.in>) पर उपलब्ध हैं। इच्छुक अभ्यर्थी समाचार पत्रों में प्रकाशन के 15 दिनों के भीतर वेब पोर्टल <https://mofapp.nic.in/cadre> पर आवेदन कर सकते हैं।

S.K. Gupta
05/09/2023

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No.40011/05/2023-Ad.VII
[300585058]
Government of India
Ministry of Finance
Department of Economic Affairs
(Administration Division)

263C, North Block, New Delhi
Dated the 3rd August, 2023

OFFICE MEMORANDUM

Subject: Revised procedure and guidelines for engagement of YPs and Consultants in Department of Economic Affairs – reg.

The undersigned is directed to refer to this Department's OM No. A-40011/27/2020-Ad.IIA dated the 20th May, 2021 & 20th January, 2022 wherein the guidelines for engaging Young Professionals (YPs) and Consultants in DEA had been prescribed and to state that the Guidelines for said engagement has now been revised.

2. The engagement of YPs and Consultants in the Department shall henceforth be regulated in accordance with the revised Guidelines (enclosed herewith at Annexure I).

3. This issues with the approval of Competent Authority.

Encl: As above ✓



(Sunil Kumar Gupta)
Under Secretary to the Govt. of India
Tele: 2309 5256

To
All Divisions of DEA (through KMS Portal)

Copy to:

1. Office of Secretary (EA), North Block, New Delhi
2. Office of AS & FA (Finance), North Block, New Delhi.
3. Adviser (Admin), DEA, North Block, New Delhi

Annexure I

(F. No.40011/05/2023-Ad.VII)

Guidelines for engagement of YP & Consultants in DEA.**1. General Condition for Engaging Consultants:**

- a. Professionals would be engaged for a fixed period for providing high quality services or for attending to specific and time- bound jobs of user Divisions. Professionals would not be engaged for routine day to day work.
- b. The engagement of Professionals shall be on full-time basis and they shall not be permitted to take up any other assignment during the period of consultancy with the DEA. The engagement of a Professional is of temporary (non-official) nature and it can be cancelled at any time without assigning any reason.

2. Qualifications and remuneration:

- a. The Professionals are classified into Four (4) Categories. The Qualification, age limit, experience required and remuneration for each of the category is given in the table below:-

S No	Category	Experience in years	Upper entry age	Essential qualification	Remuneration (in Rs)
1	Young Professional	1+	30 Years	Master's degree in Economics/Finance/IT/Computer Science) or MBA(Finance) or LLM	70,000 /-
2	Consultants	3 to 5	35 Years		1,00,000 /-
3	Senior Consultant	5 to 9	40 Years		1,20,000 /-
4	Special Assignment Consultants	9 +	45 Years	For specific work for a specific period, with relevant qualification with the approval of Secretary (EA)	1,50,000 /-

* Income tax shall be deducted at source along with any other relevant taxes or cess etc., as applicable, at the time of payment of salary.

- b. Persons with additional qualifications research experience published papers and post qualification experience in the relevant field would be preferred
- c. For the post of Consultant, research experience while doing PhD will also be counted as post qualification experience.

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3. **Procedure:**

- a. Each Division desiring to hire YP/Consultant shall submit their requirement to the Administration Division indicating clear Terms of Reference and scope of work for each Consultant/YP along with number of YPs and Consultants required along with a certificate that in-house expertise for the job is not available with the Division and the Consultants/YPs proposed are not required for routine work. In the scope of work/ToR, each Division shall clearly indicate the specific assignment/time bound jobs, terms of reference for the work and outputs in the format prescribed in the Annexure-I. The details should be within the frame work of provisions contained in GFR 2017, Manual of Policies & Procedure for Employment of Consultants 2006 and Manual for Procurement of Consultancy and Other Services 2017.
- b. Such information will be submitted to Administration Division by each Division desirous to hire Consultants/YPs on half yearly basis i.e. in the month of May/June and December of every year.
- c. The Administration Division based on the vacancies will invite applications twice a year in the months of June and January, for the available slots (including those likely to be available in next six months) and place the same on website of the Department maximum upto 30 days. A short advertisement in a leading English and Hindi newspaper will also be issued whereby applicants will be advised to look for the details on Department's website.
- d. A copy of the vacancy circular shall also be sent to reputed Economics/Financial Institutes of learning such as Delhi School of Economics, FMS, IIMs, NLU, NALSAR, other leading Universities, etc.
- e. Email shall be the sole mode of communication between candidates and Department. Applications not mentioning e-mail id shall be rejected.
- f. Consent to offer of engagement shall be given within 10 days of the e-mail.
- g. A maximum of 30 days shall be given for joining from the date of e-mailing offer of engagement letter. However, in exceptional cases, Divisional Head of Admin Division, in consultation with concerned Division, may allow extension of joining period beyond 30 days.
- h. Selection of consultants on nomination basis will be considered only in cases of exceptional/emergent situations as per the Provisions of Rule 194 of GFR 2017 and relevant provisions of manuals indicated above.

4. **Selection Committee:**

- a. Scrutiny of applications w.r.t eligibility criteria mentioned in para(s) above will be done by the User Division as per their requirement.

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- b. A Screening Committee headed by the Divisional Head of the concerned User Division will list out all eligible candidates for the Division as per suitability of a candidate. The Screening Committee will shortlist upto 6 times the number of vacancies for each position.
 - c. The list of shortlisted candidates shall be communicated to Admin division which will issue letters to the shortlisted candidates for personal interaction/interview.
 - d. Besides the Divisional Head of Admin Division. The Selection Committee shall consist of the following:
 - i. Additional Secretary or Divisional Head of User Division (Chair)
 - ii. Expert(s) for each type of expertise/work nominated by the User Division.
 - iii. Director / Deputy Secretary (Admin.VII) (Member Secretary)
 - e. The Selection Committee will devise its own mechanism for selection and give marks/score to each candidate interviewed. While submitting its report, the Committee will clearly bring out the procedure/mechanism adopted and marks/score given.
 - f. The selection would be done on the basis of the marks given in by the Selection Committee. The Committee should also indicate the reserve panel (of minimum 2 candidates for each post) in each interview. Administration will draw the merit list on the basis of marks given by the Selection Committee.
 - g. The approval of competent authority will be taken on the final merit list and accordingly offers will be made. Administration may also form panel from reserve candidates of all the Divisions for future slots. Such panel shall be valid for a year.
 - h. Competent Authority shall have right to reject/select any candidate for the reasons to be recorded in writing.
 - i. Minimum time of 07 days shall be given to candidates to appear for interviews / personal interaction.
5. **Tenure of Appointment & Promotion:**
- a. The Maximum continuous tenure of a Young Professional / Consultant would be 3 years (1+1+1) (subject to performance and presence of the professional in the Division concerned being highly useful). However, a Young Professional, if selected as Consultant, can work for further 3 years.

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- b. The maximum period of engagement of an YP/Consultant will not exceed 5 years (aggregating all engagements in DEA).
- c. As the posts are temporary in nature and purely contractual, in no case any request for promotion of a candidate from YP to Consultant (or for other categories) shall be entertained. YPs/ Consultant already working may apply afresh in response of advertisement for higher grade (if otherwise qualified) and if found suitable can be selected as Consultants as per prescribed procedures.
- d. Contract for hiring of Consultant/YP will be only for one year. Fresh contract will have to be signed for further continuation/ extension. While considering continuation / extension, performance appraisal shall be invariably taken into consideration and fresh assessment of requirement beyond one year on the basis of scope of work and ToR will be carried out in consultation with the Division concerned.

6. **Maximum number of positions:**

- a. Maximum number of Consultants and Young Professionals for the Department shall be as follows:

SNo	Type	Revised strength	Remuneration (in Rs)
1	Young Professional	30	70,000 /-
2	Consultants	26	1,00,000 /-
3	Senior Consultant	1	1,20,000 /-
4	Special Assignment Consultants	0	1,50,000 /-
Total		57	

- b. The inter se strength of YPs/Consultants will be varied based on need from time to time with approval of Secretary (EA) subject to total of YPs and Consultants not exceeding the approved total limits.
- c. Requirement of each position has to be justified for specific scope of work. It would not be necessary to fill the maximum slots if the competent authority concludes that less numbers of Consultants/YPs are required based on the projections/objective assessment of requirement of respective Divisions. Division may prefer to seek YPs in place of Consultants in order to ensure economy in hiring while vice-versa will not be allowed.

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7. **Fixed Remuneration:**

- a. Any appointment of Consultants/ Young Professionals would be on fixed remuneration for specified time period. The existing Consultants/ Young Professionals will also not be granted any increase in remuneration while considering their extension.
- b. Extension of contract shall be subject to performance appraisal by a Committee headed by Divisional Head of Admin Division and with the approval of Secretary (EA).
- c. Contract shall be valid for 1 year and fresh contract shall be signed for continuation/extension every year.

8. **TA/DA:**

- a. No TA/DA shall be admissible for joining the assignment or on its completion.
- b. No TA/DA shall be payable for attending the interviews / personal interaction.
- c. TA/DA will be admissible for official domestic tours, made with prior approval of Secretary (Economic Affairs), user division to do the facilitation. **The TA/DA may be payable to YP/Consultants at par with the entitlement of the officers of level 9 to 11 of pay matrix as per D/o Expenditure OM No. 19030/1/2017-E.IV dated 13.07.2017 and subsequent orders.** (Lines written in bold are subject to concurrence of IFD)

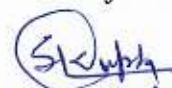
9. **Other Allowances:**

No other facilities/allowance such as Dearness Allowance, accommodation, residential phone/ conveyance/ transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible to the Young Professionals and Consultants.

10. **Attendance & Working days:**

- a. The working hours of the professionals shall be same as regular Government employees working in DEA.
- b. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sundays/ Gazetted holidays. Compensatory leave in such cases shall be at the discretion of the Divisional Head of the concerned division.
- c. The attendance shall be marked in the Aadhar based Biometric system by the YPs and Consultants.

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11. Leave:

- a. Young Professionals / Consultants shall be eligible for 8 days leave in a single year of contract.
- b. The leaves shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis.
- c. An YP/Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (Calculated on pro-rata basis).
- d. Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year.
- e. The intervening Saturdays, Sundays or Gazetted holidays during a spell of leave shall not be counted against the 8 leaves.
- f. Benefits of leave are allowed to a woman professional as per instructions of Govt. of India from time to time.

12. Service Condition:

- a. The Consultant/YP shall not, except with the previous sanction of Department of Economic Affairs, in the *bona fide* discharge of his duties, publish a book or a compilation of articles or participate in a radio broadcast or representing any private entity in legal or commercial matters or contribute an article or write a letter to any newspaper or periodical, either in his own name or anonymously or pseudonymous in the name of any other person, if such book, article, broadcast, uses any information that he may gather as part of this Consultancy/YP assignment.
- b. Specific terms of reference with expected outputs/deliverables shall be provided to the Consultant/YP by the Divisional head and a weekly summary report of work will be sent by each Consultant/YP to the Divisional head / reporting officer concerned.
- c. Official (government) e-mail id and access to intranet system can be provided to YPs and Consultants with the approval of the JS of the Division concerned. This will be done in consultation with NIC. The sensitivity and confidentiality of the documents being handled by the Division and the nature of job of the YPs and Consultants will also be kept in view.

13. Confidentiality and Secrecy:

- a. During the period of assignment with Department of Economic Affairs, the Young Professionals / Consultant would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge

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any information gathered by them during the period of their assignment to anyone who is not authorized to know the same.

- b. Selected candidates shall provide integrity certificates from 2 references known to them.
- c. A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court is pending against them.
- d. Provide particulars in Special Security Questioner (SSQ) form to enable the Department to conduct IB verification.

14. Termination of Services and requirement of notice:

- a. In case a professional wish to resign from his/her position, he/she shall furnish at least one month's notice period or salary in lieu thereof. Secretary (EA) may waive off the condition for notice period/salary in lieu thereof, in deserving cases.
- b. The Admin Division shall get a written statement from the professionals to ensure shut down of NIC email addresses, passwords granted to other databases etc. within DEA on the date of relieve. Also the Professionals are to submit their official ID card to Administration on last working day.
- c. DEA shall have powers to terminate any number or all the professionals at any time without assigning any reason, with the approval of the Secretary (EA).
- d. Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

15. Existing Young Professional / Consultants:

YPs/ Consultant already working may apply afresh in response of advertisement for higher grade (if otherwise qualified) and if found suitable can be selected as Consultants as per prescribed procedures. Otherwise they will also be governed by the revised guidelines from the date of annual renewal of their agreements.

16. Performance Appraisal:

- a. Performance Report: Performance Appraisal of the Young Professionals/Consultant would be undertaken through Performance Report (PR) in the formal prescribed at Annexure-II. In order to bring objectivity, assessment would be done by the reporting officer of the Division and countersigned by the Head of the Division. The Division shall forward the PR to the Administration Division two month prior to

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completion of term for each year. Thereafter, the PR will be communicated by Administration Division to the concerned Committee for appraisal and recommendations as per (b) below

- b. Performance Appraisal Committee: A Performance Appraisal Committee to be chaired by Divisional Head of Administration with one member at level of DS/Director from the Division other than where the Consultant/YP is posted and Director / DS(Admn) will appraise the work and performance of the Consultant/YP every year and will make recommendation for further continuation/extension or otherwise.
- c. The committee may devise its own procedures based on Performance appraisal of the YPs/Consultants.

17. Approving and Amending Authority:

Any relaxation in the above guidelines would require approval of Secretary (Economic Affairs) and concurrence of Financial Adviser in case where financial angle is involved.

18. The Guidelines are issued with the concurrence of IFD vide Note.85 dated 28.04.2023 and approval of Secretary (EA) vide Note.95 dated 13.05.2023 on eFile#300535859.

These Guidelines shall come into force with immediate effect.


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Term of References (ToR)

ToR - Bilateral Cooperation Division

The Terms of Reference for Consultant and 3 YPs in the Bilateral Cooperation Division is as follows :-

Consultant –

- All matters relating to Debt, Paris Club, G20 matters (such as Common Framework, DSSI, inputs for IF A, GSDR, etc).
- All matters relating to provisioning/ examination of Guarantees under IDEAS.
- Assessment of issues relating to financial stability, state of the Indian economy and economics of partner countries.
- Associates issues of BC Division, as assigned.

Young Professionals

YP 1.	<ul style="list-style-type: none"> • Matters relating to 9 bilateral dialogues anchored by BC Division including follow up on actions/decisions and regarding other meetings held between foreign delegates with FM/Secy.(EA), • Analysis & preparation of inputs relating to investment, infrastructure, Financial markets (IFSC). • Follow-up action on Summits and other declarations shared by MEA. • Overview/ tracking of GoI Ministerial assigned, including achievements, key schemes and implementation of Budget announcement linked key initiatives. • Associates issues of BC Division, as assigned.
YP 2.	<ul style="list-style-type: none"> • Matters relating to European and American Financing Institutions(including KfW, GIZ, AFD, FCDO, USAID, CDRL, etc) • Preparation of State of Economy of Countries under the Charge of BC Division , as assigned. • Overview/tracking of GoI Ministerial assigned, including achievements, key schemes and implementation of Budget announcement linked key initiatives. • Associates issues of BC Division, as assigned.
YP 3.	<ul style="list-style-type: none"> • Matters relating to bilateral cooperation with Japan, South Korea and China.

Terms of Reference- for the work to be done in Budget Division (PDMC), DEA as per Annexure-II

	PDMC
Objectives	Preparation of reports on public debt management, debt management strategy and debt sustainability.
Task to carry	(i) Annual status paper on govt. debt, Qr. Report on Public Debt, weekly report for G-Sec market Development (ii) Monitoring Group on Cash & Debt Management, (iii) Debt Mg. Strategy, (iv) Medium Term fiscal policy, RBI retail direct scheme etc. (v) Collecting data on public debt, writing report of public debt and disseminating to stakeholders
Schedule completion	1 Year-Brief Description/Deliverables (i) Annual status paper on Govt. debt – collecting data on public debt from official source and public domain to write status paper (ii) quarterly report on public debt-writing reports, disseminate to internal stakeholders and place it in public domain (iii) weekly report G-sec market development -compiling data on primary and secondary market on G-Sec to produce report o weekly (iv) meeting of monitoring group on cash and debt mg. (MG-CDM)- analyse and forecast G-Sec demand from major investor segments (v) Debt Mg. Strategy – Development and carrying out debt sustainability analysis (vi)Medium term fiscal policy- providing inputs for MTFP statement etc.

TOR - crypto assets and Central bank Digital Currency**Term of Reference (TOR) for appointment of Young Professional in DEA****(i) Precise Statement of Objectives:**

The objective of engaging a Young Professional (YP) in the workstream of Crypto Assets and Central Bank Digital Currency (CBDC) is to provide administrative and research assistance to the CA/CBDC section. The YP will be responsible for conducting comprehensive analysis, offering insights, and assisting in various related tasks within this domain. The YP should have some academic or on-job expertise in Blockchain, DLT and related technologies and should have an understanding of the financial sector.

(ii) Outline of Tasks to be Carried Out:

- Conduct comprehensive analysis on the subject, including market trends, policy and regulatory frameworks, and technological developments.
- Prepare detailed reports, briefs, and presentations that provide key insights, recommendations, and potential implications for the Department of Economic Affairs (DEA).
- Support the organization and coordination of workshops, conferences, and meetings related to the subject, ensuring smooth logistics and active participation.
- Assist in addressing grievances related to matters within the domain, including court cases, parliamentary questions, and public inquiries.
- Collaborate with internal and external stakeholders to gather relevant information, fostering effective communication and engagement.
- Aid the section in formulating strategies and policies by providing inputs and assisting in the development of policy documents.
- Review and analyze industry reports, academic papers, and regulatory updates, summarizing key points and implications.

(iii) Schedule for Completion of Tasks:

The tasks outlined above should be completed within the duration of the assignment. A detailed schedule will be established upon the selection of the YP, taking into consideration the priorities and deadlines set by the Director of DEA.

(iv) Support or Inputs to be Provided by DEA:

The YP will receive guidance and supervision from the senior officers, who will provide support in terms of clarifying objectives, prioritizing tasks, and addressing any queries or concerns. Regular reporting and progress updates will be required from the YP, with periodic monitoring and feedback sessions to ensure the alignment of activities with the desired outcomes.

(v) Final Outputs Required:

The YP is required to diligently carry out the assigned tasks and meet timelines on the deliverables. Some of the outputs required, but not limited to are -

- Demonstrating competence in required skills and knowledge areas
- Contributing to DEA objectives
- Preparation of documents, proposals, reports and correspondence related to the subject matter
- Documentation of workshops, conferences, and meetings on the subject matter.
- Meeting Performance goals.

ToR – Coin and Currency

Department of Economic Affairs
Coin and Currency Division

File no. 12/1/2019-Cy dated 29.5.2023

Reference: DEA Ad.VII OM dated 17.5.2023 on engagement of Consultant

Requirement: One Consultant with following terms of Reference for the work to be done

(i) Precise statement of Objectives

In respect of the Coin and Currency Division, advise regarding the legal procedures and practices (e.g. Coinage Act, RBI Act, SBN (Cessation of Liability) Act and other relevant Acts and Statutory Rules/Regulations/Orders); examination of existing and proposed policies, rules, regulations etc. from a legal perspective; help in drafting and preparing affidavits etc for court cases; help in scrutinizing judgments on matters related to Coin & Currency Division; monitoring court case status and updating LIMBS; help in preparing legal precedents and notes on points of legality with regard to subjects concerned with this Division; any other legal work given by this Division/ Reporting Officer.

(ii) Outline of Task to be carried out

Task will involve engagement in analysis, examination and expert services on Legal issues, Court Cases, petitions on withdrawal legal tender status of Specified Bank Notes and on any other related issues. The Consultant would be required to deal the various aspects related to the Coin and Currency Division including matters related to inflow of representations, involving legal issues, regular representations/ Court Cases and other relevant matters.

(iii) Schedule for completion of Task

As per extant rules.

(iv) Support /inputs to be provided by DEA to facilitate the Consultant

The Consultant shall report to the Deputy Secretary/Director (Coin & Currency) who will arrange to provide requisite facility to the Consultant to carry out his tasks.

(v) Final Output required by Consultant at the end of the period

At the end of the year, the consultant needs to submit a performance report which will contain the deliverables and the actual achievement by the Consultant as per the TOR available in the guidelines.

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Terms of Reference - for the work to be done**A. Position: Consultant in CCF Unit – 1 position**

(i) *Precise statement of Objectives: (Disciplines or the domains where engagement of Young Professionals/Consultant is required should be indicated):*

To assist senior officials of the Unit in carrying out official work involving data mining, analysis and report writing

(ii) *Outline of the tasks to be carried out: (Details of work required to be carried out specific tasks/activities to be assigned to YP/Consultant should be indicated):*

- Analytical work on climate change, sustainable development and renewable energy related issues for the chapter on 'Sustainable Development & Climate Change' for the Economic Survey.
- To prepare briefs and position papers for Government of India's position on climate change finance
- To provide assistance to senior officials in preparing guidance and inputs to MOEFCC to feed into climate change negotiations as well as to develop capacity to analyse emerging issues
- Assist in the assessment of the submissions on 'climate change finance' from various national Governments who are Parties to the UN framework Convention on Climate Change
- Analyse the climate change related financial pledges of developed countries
- Analyse domestic proposals relating to Climate Change Finance.
- To undertake analytical work related to financing of climate action-mitigation and adaptation in the context of the negotiations in the UNFCCC and its Paris Agreement.

(iii) *Schedule for completion of Tasks: (This should be designed in such a manner that both the time frame for the jobs as well as the deliverable are clearly identified and are amendable to periodic monitoring over the duration of the assignment):*

Annual Economic Survey is laid in the Parliament every year a day before the Union Budget while Monthly Economic Review is published on 3rd week of every month. Apart from these the Consultant is given substantial work from time to time on economic issues and their policy analysis.

(iv) *The support or inputs to be provided by DEA to facilitate the Young Professionals/Consultants: (Officer who will provide guidance to the Young Professionals and to whom reporting is to be done should be specified here):*

Adviser heading the unit and other senior officials will provide the necessary guidance in this regard.

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(v) The final outputs that will be required of the Young Professional/Consultant at the end of the period should be specified.

Completion of tasks given during the period of engagement will be monitored by the senior officials. Since the work involves data mining and preparing analytical reports, this cannot be quantified as of now; however, the deliverables will be monitored regularly by the officials of the Unit.

B. Position: Consultant in the Office of CEA– 1 position

(i) *Precise statement of Objectives: (Disciplines or the domains where engagement of Young Professionals/Consultant is required should be indicated):*

To assist CEa and other senior officials in carrying out official work involving data mining, analysis and report writing

(ii) *Outline of the tasks to be carried out: (Details of work required to be carried out specific tasks/activities to be assigned to YP/Consultant should be indicated):*

Assisting the team in the O/o CEA for the work related to

- publishing Monthly Economic Review and Annual Economic Survey,
- GDP Forecasting and related macro variables
- Preparing inputs/talking points to CEA/SEA/FM/ MoS and other senior officers for different occasions.

(iii) *Schedule for completion of Tasks: (This should be designed in such a manner that both the time frame for the jobs as well as the deliverable are clearly identified and are amendable to periodic monitoring over the duration of the assignment):*

Annual Economic Survey is laid in the Parliament every year a day before the Union Budget while Monthly Economic Review is published on 3rd week of every month. Apart from these the Consultant is given substantial work from time to time on economic issues and their policy analysis.

(iv) *The support or inputs to be provided by DEA to facilitate the Young Professionals/Consultants: (Officer who will provide guidance to the Young Professionals and to whom reporting is to be done should be specified here):*

Consultants in Economic Division work in Office the CEA. Consultant will report to senior officers in the office of CEA. He details of the arrangement will be worked out after joining of the consultant.

(v) *The final outputs that will be required of the Young Professional/Consultant at the end of the period should be specified.*

Completion of tasks given during the period of engagement will be monitored by the senior officials. Since the work involves data mining and preparing analytical reports, this cannot be quantified as of now; however, the deliverables will be monitored regularly by the officials of the Unit.

TOR - IMF Section (FB Division)**1. Terms of Reference for the post of a Young Professional in IMF Section are as below:**

(i) Precise statement of Objectives: (Disciplines or the domains where engagement of Young Professionals/Consultant is required should be indicated)

- The Young Professional is expected to be proficient in economics and preparation of briefs.

(ii) Outline of the tasks to be carried out: (Details of work required to be carried out specific tasks/activities to be assigned to YP/Consultant should be indicated)

- Preparing briefs of Flagship Reports by IMF such as World Economic Outlook, Fiscal Monitor and Global Financial Stability Report
- Preparing briefs of reports of Bilateral Surveillance aspects with IMF viz., Annual Consultations with the IMF under Article IV, mid-year missions and other related activities. Review of Article IV outcomes of other countries.
- Preparing briefs of all policy documents relating to the IMF Quotas, SDR Allocation and payment of subscription to the IMF.
- Preparing briefs of other IMF Board papers, presentations on briefing of informal sessions of IMF board.
- Coordination with IMF country office and ED Office for agendas of meetings, preparation of schedules of meetings, and other logistical arrangements for meetings in DEA.
- Any other activity assigned from time to time.

(iii) Schedule for completion of Tasks: (This should be designed in such a manner that both the time frame for the jobs as well as the deliverable are clearly identified and are amendable to periodic monitoring over the duration of the assignment)

- Throughout the year, as and when received from the IMF with specified deadlines.

(iv) The support or inputs to be provided by DEA to facilitate the Young Professionals/Consultants: (Officer who will provide guidance to the Young Professionals and to whom reporting is to be done should be specified here)

- Ms. Arushi Gupta, Assistant Director (IMF), FB&ADB Division

(v) The final outputs that will be required of the Young Professional/Consultant at the end of the period should be specified.

- Timely submission of all the tasks assigned to the YP.

2. Terms of Reference for the post of a Consultant in IMF Section are as below:

The request for deputation of a Consultant in the IMF Section is submitted in view of the following:

- The IMF Section has a sanctioned strength of 2 Assistant Section Officers, 1 Assistant Director and 1 Deputy Director. However, the Section currently is functioning without an ASO and Deputy Director.
- In view of the large volume of publications released by IMF, references from other Divisions/Departments/Ministries for IMF-related inputs, G20 International Financial Architecture Working Group deliverables under the Indian Presidency, as well as increased volume of meetings with IMF officials under India's G20 Presidency, there is requirement of a Consultant in the Section.

(i) Precise statement of Objectives:

- The Consultant is expected to be competent in undertaking in-depth economic analysis of IMF-related policy and technical matters.

(ii) Outline of the tasks to be carried out:

- Technical analysis of Flagship Reports and periodic Working Papers published by IMF and providing inputs from India's policy perspective.
- Inputs for preparation of talking points/briefs for officers of Government of India for meetings with IMF officials.

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- Undertaking economic analysis of policy matters pertaining to IMF and India, such as SDR channelling, quota reviews, IMF governance reforms etc.
 - Assessing reports of Bilateral Surveillance aspects with IMF viz., Annual Consultations with the IMF under Article IV, mid-year missions and other related activities. Review of Article IV outcomes of other countries.
 - Any other activity assigned from time to time.
- (iii) Schedule for completion of Tasks:
- Throughout the year, as and when received from the IMF with specified deadlines.
- (iv) The support or inputs to be provided by DEA to facilitate the Consultants:
- Mr. Rai Mahimapat Ray, Deputy Secretary (IMF), FB&ADB Division
- (v) The final outputs that will be required of the Young Professional/Consultant at the end of the period should be specified.
- Timely submission of all the tasks assigned to the Consultant.

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ToR – FB Division – ADB**(i) Precise statement of Objectives:**

YP / Consultant is required for dealing / providing assistance at Section level in handling all EAP matters pertaining to ADB and other related portfolio.

(ii) Outline of the tasks to be carried out:

1. Screening Committee Proposal
2. All kinds of brief related to the project
3. Monitoring of Pipeline and Ongoing Projects
4. Tripartite Portfolio Review Meeting and its follow up
5. Monitoring of GFR 25 matters
6. Matters related to loan negotiation and signing of projects
7. Making of all kinds of folders for various meetings including AGM and ADBI Council meeting.
8. Miscellaneous policy matters
9. Monthly reports
10. Quarterly reports

(iii) Schedule for completion of Tasks:

As per the EAP guidelines, action on all the project proposals are required to be taken in a very time bound manner at each and every stage of the project for meeting the intended objectives.

(iv) The support or inputs to be provided by DEA to facilitate the Young Professionals/Consultants:

The incumbent is required to report / assist the Director (ADB) and Under Secretary (ADB-I) in completing all the time bound assigned task / conducting detailed study on various policy issues.

(v) The final outputs that will be required of the Young Professional/Consultant at the end of the period should be specified.

The deliverable outputs during the year will be as follows:

1. No. of projects posed to ADB for EAP assistance to various State Governments / PIAs.
2. No. of negotiated / signed projects / total value of the ADB-India portfolio
3. Outcome of the policy initiatives etc.

1. Terms of Reference for the post of a YP in IFC Section are as below:

(i) **Precise statement of Objectives:** (Disciplines or the domains where engagement of Young Professionals/Consultant is required should be indicated)

- The Young Professional is required for dealing/providing assistance at Section level for matters related to IFC, coordination within the Division and matters related to screening committee meetings.

(ii) **Outline of the tasks to be carried out:** (Details of work required to be carried out specific tasks/activities to be assigned to YP/Consultant should be indicated)

- Coordination work within Fund Bank and ADB Division;
- Handling Screening committee meetings ie. Preparing folders, agenda, Minutes, uploading in portal.
- Budget Matters pertaining to the work/projects relating to the section;
- All matters including policy issues relating to GFATM, GAVI and GDN
- Preparing monthly reports, VIP and PMO references.
- Inputs for weekly report for ANB.
- Matters related to IFC.
- Parliamentary matters.
- Policy of engagement and coordination with multilateral institutions.
- All other miscellaneous work assigned by competent authorities.
- Updation of DEA's PPR Portal.

(iii) **Schedule for completion of Tasks:** (This should be designed in such a manner that both the time frame for the jobs as well as the deliverable are clearly identified and are amendable to periodic monitoring over the duration of the assignment)

- Article 3 Project clearances to be completed within a week of receipt of Notice from IFC. Monthly deliverables including monthly DO, matters related to screening committee and budget announcement to be completed on a monthly basis adhering to timelines. Coordination work to be completed based on timelines received throughout the year. Parliamentary questions to be handled on an urgent basis.

(iv) **The support or inputs to be provided by DEA to facilitate the Young Professionals/Consultants:** (Officer who will provide guidance to the Young Professionals and to whom reporting is to be done should be specified here)

- Ms. Arushi Yadav, Assistant Director (IFC), FB&ADB Division

(v) **The final outputs that will be required of the Young Professional/Consultant at the end of the period should be specified.**

- Timely submission of all the tasks assigned to the YP.

2. Terms of Reference for the post of a Consultant in IFC Section are as below:

The request for deputation of a Consultant in the IFC Section is submitted in view of the following:

- The IFC Section has a sanctioned strength of 2 Assistant Section Officers, 1 Assistant Director and 1 Under Secretary. However, the post of one ASO is lying vacant.
- In view of the large volume of work pertaining to G20- Joint Finance and Health Task Force including upcoming FCBD/FMCBG meetings, JFHTF Working Group and Ministerial Meeting there is requirement of a Consultant in the Section.

(i) **Precise statement of Objectives:**

- The Consultant is expected to be competent in handling content and logistics related matters pertaining to the JFHTF.

(ii) **Outline of the tasks to be carried out:**

- Preparation for JFHTF Working Group meetings- preparation of agenda, briefs, talking points, logistics notes.
- Preparation of documents for FCBD/FMCBG meetings including Issues Note, Communique Paras.
- In-depth analysis of documents/ reports prepared by IFIs and WHO as part of deliverables of the the Task Force.

- Regular coordination with IFIs, WHO, Co-Chairs to ensure status and fulfillment of deliverables.
- (iii) **Schedule for completion of Tasks:**
 - Throughout the year, as and when relevant meetings are scheduled.
- (iv) **The support or inputs to be provided by DEA to facilitate the Consultants:**
 - Mr. Rai Mahimapat Ray, Deputy Secretary (IMF), FB&ADB Division
- (v) **The final outputs that will be required of the Young Professional/Consultant at the end of the period should be specified.**
 - Timely submission of all the tasks assigned to the Consultant.

ToR – World Bank – FB Division**For Young Professional****(i) Precise statement of Objectives:**

Project analysis including financial and economic analysis and economic issues.

(ii) Outline of the tasks to be carried out:

Coordination of various meeting related to policy matter and projects related meetings of the World Bank.
Analysis of project paper of EAP of World Bank including PPR and appraisal document.

(iii) Schedule for completion of Tasks:

Every project has project life cycle therefore it is expected that each cycle is completed in time.

(iv) The support or inputs to be provided by DEA to facilitate the Young Professionals:

Reporting is to be done to Joint Director (FB)

(v) The final outputs that will be required of the Young Professional at the end of the period should be specified:

The Young Professional may submit a project-oriented research paper.

For Consultant**(i) Precise statement of Objectives:**

Macro-economic policy including policy of World Bank.

(ii) Outline of the tasks to be carried out:

Analysis of the policy paper of the World Bank including agenda papers of the various meetings related to policy matter of the World Bank.

(iii) Schedule for completion of Tasks:

Every policy paper has certain deadline therefore, it is expected that it should be completed in time.

(iv) The support or inputs to be provided by DEA to facilitate the Consultants:

Reporting is to be done to Joint Director (FB)/JS(FB&ADB)

(v) The final outputs that will be required of the Consultant at the end of the period should be specified:

The Consultant may suggest and submit article/paper on policy recommendations.

FM Division.

Terms of Reference - for the work to be done by Young Professional and Consultant**A. Common Parameters.**

- i. **Precise statement of Objectives:** Financial Markets Division is primarily responsible for policy issues related to the development of the securities markets and matters incidental thereto like, External Commercial Borrowings and Foreign Portfolio flows under Foreign Exchange Management Act (FEMA), 1999. Since 2013, the Division is entrusted with the development of commodity derivative markets. The division looks after the administrative matters of the Securities and Exchange Board of India (SEBI) and Securities Appellate Tribunal (SAT). The division facilitates the sovereign credit rating by various credit rating agencies and financial dialogues with USA, UK and Japan.
- ii. **Schedule for completion of Tasks:** Being policy issues, completion time of the task cannot be indicated. The analysis and comments on various reports / studies may be submitted within a stipulated period.
- iii. **The support or inputs to be provided by DEA to facilitate the Young Professionals/Consultants:** By the concerned Director/ Deputy/ Assistant Director
- iv. **The final outputs that will be required of the Young Professional/Consultant at the end of the period should be specified.** In broader sense, analysis of various financial market reports, administration of financial market code, examination of regulatory provisions etc and providing inputs to the section.
- v. **Schedule for completion of Tasks:** Being policy issues, completion time of the task cannot be indicated. Further, market data are prepared on daily basis for onward transmission to Secretaries in Ministry of Finance and various senior level officers in different Ministries. The analysis and comments on various reports / studies may be submitted within a stipulated period.

B. Outline of the tasks to be carried out**One Consultant and One YP : Primary Market Section**

- a. Policy matters related to following: Equity markets , Corporate Bond Markets, Mutual Funds, AIFs, Credit Rating Agencies matters, REITS& InvITs
- b. Reports of DEA- NIFM Research Programme
- c. Reports of World Bank Technical Assistance program
- d. Assisting in Agendas of SEBI Board meeting, MFAC and PMAC meeting.
- e. Draft Cabinet Notes related to Primary Markets section.
- f. Budget Announcements related matters.

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- g. Updation of Primary Markets Data on weekly basis and for Economic Survey/ Annual report.

One YP : Secondary Market Section

- a. Work relating to Implementing Single Demat Account for all financial assets;
- b. Enabling interoperability of RBI & SEBI Depositories;
- c. Social Stock Exchange;
- d. Analysis of study report submitted by AJNIFM;
- e. Preparation of daily market report, which includes analysis, compilation of stock movements, data indicators and responsible factors after closing of Stock Exchanges for the particular day.
- f. Considering the volatility in the market, preparation of urgent report on the market behaviour as and when required.

One YP : IC Section

- a. Sovereign Credit Ratings of India
- b. Moody's Credit Ratings
- c. Fitch Credit Ratings
- d. Standard & Poor's(S&P)
- e. DBRS Morningstar
- f. Japan Credit Ratings Agency(JCRA)
- g. Rating & Investment Information Inc. (R&I) Japan
- h. Interactions with financial analysts and economics Financial Markets
- i. Examining the Reports of DEA – NIPFP Research Programme
- j. Indo-US Financial Regulatory Dialogue
- k. Indo-Japan Financial Dialogue
- l. India-EU Dialogue on Financial Regulation
- m. India-UK Financial Market Dialogue
- n. Indo-UK Financial Partnership
- o. Monitoring of Financial Development Index
- p. Matters related to IMF – FSAP, SAARC matters

One Consultant & One YP : IFSCA (Approved by SEA)

- a. Administration of the IFSCA Act, 2019 and framing of Subordinate Legislation under the Act
- b. Policy formulation on issues related to IFSCA Act, 2019 and related rules and regulations
- c. Policy articulation on agenda items of IFSC Authority meetings
- d. Facilitating overall development of core and niche segment in the financial ecosystem of IFSC through inter departmental coordination
- e. Preparation of Cabinet Notes for signing of bilateral and multilateral MoUs by IFSCA for strengthening mutual co-operation with overseas financial regulators/authorities
- f. Facilitating international outreach by IFSCA and GIFT City
- g. Enhancing inter regulatory coordination between SEBI, RBI, IRDAI, PFRDA to enable comprehensive regulations and new financial products/services in IFSC
- h. Budgetary assistance for IFSCA and transfer of grants from central government for expenditure on salaries, allowances and other establishment expenses of the Authority
- i. Supervising projects and schemes sanctioned to IFSCA including the IFSCA HQ Project, Sup-Tech Project and Fintech Incentive Scheme

- j. Examination and furnishing of comments on all Draft Cabinet Notes
- k. Firming up of agenda items related to development of IFSC under various economic and financial dialogues

One Consultant: EM Section

- a. Administration of Foreign Exchange Management Act, 1999 and related Rules & Regulations
- b. Address cases and proposals concerning establishment of Liaison office / Branch office/ Project Office in India by Foreign entities
- c. Facilitating Annual Commonwealth Parliamentary Association Conference related visits of Speakers and Members of Legislative Assemblies
- d. Legislations: Foreign Exchange Management Act, 1999, International Financial Services Centres Authority Act, 2019
- e. Policy issues related to External Commercial Borrowings, Foreign Currency Bonds, Rupee denominated Bonds (masala bonds) and Trade Credits
- f. Policy issues relating to Foreign Portfolio Investors
- g. Matters relating to direct listing of Indian companies in foreign stock exchanges
- h. Policy issues relating to Depository Receipts Scheme(ADR/GDR/IDR)
- i. Matters relating to International Settlement of Indian Debt Securities (through Euro clear and Clear stream)
- j. Matters relating to Global Equity and Bond Indices.
- k. Policy Issues concerning Currency Derivatives markets in India (OTC and Exchange Traded) and Interest Rate Futures.
- l. Matters relating to settlement of bilateral trade payments with specific countries

One Consultant: CD Section

- a. Policy matters related to development of commodity derivatives market: Design of new products /contracts, entry of new players – domestic as well as foreign, harmonization of rules and procedures with securities market, encouraging hedging by government entities / farmers etc.
- b. Notifying commodities for trading: Resumption/suspension of futures trading in various notified commodities/Launch of Plain Vanilla Options Contract
- c. Integration of Commodity spot and derivatives market:
- d. Commodity derivatives trading related matters: cases of manipulation /speculation etc
- e. Representing DEA in futures market related matters in the inter-ministerial committees on Essential Commodities' price rise etc.
- f. Representing DEA in Commodity Derivative Advisory Committee of SEBI-processing CDAC agenda items.
- g. Delivery arrangements in the market: Taking up matters related to warehouses accredited by stock exchanges with WDRA and Ministry of Consumer Affairs.
- h. NSEL scam related matters: holding inter-ministerial, inter-agency periodic review meetings on NSEL scam and facilitating refund to investors

FSDC

Job description / Specialization of YP positions

Young Professionals	Specialization / Work	Job description
YP - 1	Economics / Finance	Assisting in FSDC related work, updating agenda of FSDC, Annual and misc. reports of FSDC, RBI etc.
YP - 2	Economics / Finance	Assisting all the works related to RBI meetings and weekly meeting of the committee, preparation of briefs, examining agenda, FSB related work etc.
YP - 3	Finance / Cyber Security	To assist in Finance related work and Cyber Security related work



डॉ० प्रवीण साज्जानपु / Dr. Praveen Sajjanap
 सहायक निदेशक / Assistant Director
 आर्थिक कार्य विभाग / Deptt. of Economic Affairs
 वित्त मंत्रालय / Ministry of Finance
 भारत सरकार / Govt. of India
 नई दिल्ली / New Delhi

FSRL

Terms of Reference for the work to be done by Consultant/Young Professional in FSRL Division**(i) Precise Statement of Objectives:**

The Consultants and YP will majorly be assigned research related to financial sector reforms and legislations.

(ii) Outline of the tasks to be carried out:

The following tasks will be handled by Consultant (FSRL) and YP (FSRL), as per assigned duties, from time to time:

- 1) Assistance in drafting of law/ regulations related to financial consumer protection, resolution of financial firms framework, fugitive economic offenders etc.
- 2) Conducting research on international best practices, guidelines set up by the standard setting bodies such as Financial Stability Board, G-20 etc.
- 3) Monitoring the implementation of Non-Legislative Recommendations of the FSLRC through the MIS Portal.
- 4) Examination of other policy proposals received by the Division.

(iii) Schedule for completion of tasks:

The proposal of the Division involve feasibility analysis, consultation with the financial regulators, and concerned Ministries/ Departments. The tasks of the Division are time-bound. The DEA's Responses to the Replies of the Regulators on the MIS Portal are to be done on a Quarterly basis.

(iv) The support or inputs to be provided by DEA to facilitate the Young Professionals/Consultants:

Ms. Rectu Jain, Adviser (FSRL)
Dr. S. Satyanarayana, Joint Director.
Aparajita Behra, Deputy Director.

(v) The final outputs that will be required of the YP/Consultant at the end of the period:

Following tasks are expected to be accomplished during the period of Contract of Consultant/YP:

- 1) Formulation of a law on resolution of financial firms and making of regulation thereunder.
- 2) Passing of the Draft Bill titled "The Financial consumer protection Bill, 2023" in Parliament and its enactment.
- 3) Ensuring full implementation of the Non-Legislative Recommendations of the FSLRC by the Regulators, by monitoring through the MIS Portal.

Name of Position- Consultant
Number of Positions:01

Terms of Reference - IER

(i) Precise statement of Objectives:

- The objective of engaging a consultant in the IER Division of DEA in the SAARC/SDF Section is to provide specialized support and expertise in the implementation of projects and activities related to the SAARC Development Fund (SDF), currency Swap Agreements under SAARC SWAP Framework, ASEAN related matters, WEF related matters, and matters related to newly announced BIMSTEC Development Fund, and various other ongoing matters such as India Singapore Ministerial Roundtable (ISMR), etc.

(ii) Outline of the tasks to be carried out:

- The consultant will Conduct research and analysis on regional development issues within the SAARC member countries and will provide expert insight for the identification, formulation, and appraisal of SAARC/SDF projects.
- Consultants will be attached to SAARC/SDF section of IER, and would develop Talking points/concept notes/issuenotes/background documents, in respective areas for SAARC/SDF, ASEAN, WEF, BIMSTEC Development Fund related work and other relevant matters.
- The consultant will assist in the coordination, monitoring, and evaluation of projects, as well as the development of strategies, reports, and recommendations to enhance the effectiveness of SDF and BDF projects.
- The consultant will Prepare reports, briefs, and presentations on project activities, and outcomes.

(iii) Schedule of completion of Tasks

- The consultant will be expected to stay till the ongoing and further important issues of SAARC/SDF, ASEAN, WEF, BDF are completed.

(iv) The support or inputs to be provided by DEA to facilitate the Young Professional/consultants:

- The consultant will report to Under Secretary, (SAARC/SDF), IER Division.
- The consultant will be provided necessary office space, equipment, and resources for carrying out assigned tasks

(v) The final outputs that will be required of the Consultant at the end of the period should be specified.

- At the end of the engagement period, the consultant will be expected to deliver the following outputs:
 - Comprehensive research reports on the concerned development issues.
 - Monitoring and evaluation reports on project progress, outcomes, and impact.
 - Presentations, briefs, and other knowledge products as per the specific requirements.
 - Any other deliverables agreed upon during the engagement period, based on specific project requirements.
 - Any other task assigned by the Head of the Division/Working Stream.

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Investment

I. FDI Section
(Requirement: 1 YP)

	Consultant (Economics/ Finance)	Young Professional (Legal)
Qualification	Masters' Degree in Economics / Finance	Masters' Degree in Law
Precise statement of Objectives	ODI & FDI policy	FDI & FEMA
Outline of the tasks to be carried out	To prepare sector specific reports, briefs and analysis of data pertaining to FDI/ ODI, various Global Indices / schemes, and other policy related issues	To prepare briefs and to scrutinize FDI proposal from legal perspective. Policy papers related to FDI. Comments on FEMA related matters. Comments on other misc legal issues.
Schedule for completion of Tasks	As per the direction and requirement of the officials.	As per time lines given in SoP for processing FDI proposal and as required by the higher officials
The support or inputs to be provided by DEA to facilitate the Young Professionals/Consultants	Director (FDI)	Director (FDI)
The final outputs that will be required of the Young Professional/Consultant at the end of the period should be specified	Timely & quality disposal of work allocated to the individual	Timely & quality disposal of work allocated to the individual

Investment

2. DI Section (Requirement: 2 Consultants)

- (i) **Precise statement of Objectives: (Disciplines or the domains where engagement of Young Professionals/Consultant is required should be indicated)**

DI Section is engaged in research and analysis in the areas of foreign institutional investment (including Pension Funds and Sovereign Wealth Funds), Fund Management (including working on Investment strategy, examination of regulatory and legal compliance) for NIIF and SWAMIH Fund, and identification of key investment opportunities for such investors from diverse geographies. Two new Funds from NIIF are also proposed to be established going forward. The Section will need to undertake an exhaustive analysis of the proposed Investment strategy, likely investors, regulatory and legal compliances and related fund documents. The Section also facilitates the organization of Investor Roundtables for the Hon'ble FM, both within and outside India. Analysis of regional Investment data and bilateral investment opportunities is therefore also required routinely.

Moreover, DI Section is also the nodal Section for coordinating and managing the Single Point of Contact System (SPOC) which requires regular data monitoring, analyses and examination review of which is taken at the level of PMO routinely.

In view of the above work requirements 2 Consultants are required by DI Section of Investment Division.

Preferred Background: Master Degree in Economics/Commerce/Management/Law from top grade institutions.

- (ii) **Outline of the tasks to be carried out: (Details of work required to be carried out specific tasks/activities to be assigned to YP/Consultant should be indicated)**

The 2 consultants will be required to carrying out all the tasks as outlined in the activities being undertaken in DI Section as stated at (i) above. Some of these include:

- Undertaking Research and analysis of the current investment landscape
- Identifying the potential opportunities for institutional investors
- Monitoring the ongoing Investment activities of key institutional investors
- Creating a key region wise and country wise Investment dataset
- Preparing and maintaining a Data Dashboard for the same
- Working on Talking Points for the various Investor Meetings
- Coordinating and facilitating the Investor Roundtables
- Examining the reports and updates from NIIF and SWAMIH
- Examining the Contribution Agreements and other fund documents for new Funds of NIIF.
- Coordinating with the other SPOCs for data and other related issues
- Preparing a quarterly Investment Landscape report for consumption within DEA
- Short note briefs on emerging investment related issues
- Other tasks as assigned by the Reporting Officer

- (iii) **Schedule for completion of Tasks: (This should be designed in such a manner that both the time frame for the jobs as well as the deliverable are clearly identified and are amendable to periodic monitoring over the duration of the assignment)**

A weekly/bi-weekly review of the assigned tasks is proposed for assessing the contribution and performance of the Consultants. A monthly presentation will be made to the Division Head of the responsibilities assigned to each consultant and the deliverable status against each.

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- (iv) **The support or inputs to be provided by DEA to facilitate the Young Professionals/Consultants: (Officer who will provide guidance to the Young Professionals and to whom reporting is to be done should be specified here)**

For DI Section the general support and guidance will be provided by the concerned Under Secretary – Mr. Sudipto Sengupta. Overall guidance and Reporting will be to Joint Director, DI – Syed Zubair Noqvi

- (v) **The final outputs that will be required of the Young Professional/Consultant at the end of the period should be specified.**

By the end of his/her stint with the help of these Consultants DI Section, besides working on improving the overall efficiency and output of the Section, should be able to put together an institutional system in place for monitoring and tracking of the foreign institutional investment, both from individual groups as well as by geographies/regions/countries along with a system to identify and communicate key investment opportunities to such investors.

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Investment

3. Digital Economy and FinTech section
(Requirement: 1 Consultant)

Profile	Division	Section	Terms of References
Consultant	Investment	Digital Economy and FinTech	<p>(i) Precise statement of Objectives: The consultant will be engaged in the discipline/domain that are subject matter of Digital Economy and FinTech Unit in Investment Division. Among other things, the subject matter relates to IMSC FinTech Committee recommendations, international cooperation on the FinTech space, digital payments, UPI (payment rail) globalization, etc.</p> <p>(ii) Outline of the tasks to be carried out: The consultants are expected to analyse data, provide insights, write brief, notes, speeches on the following topics -</p> <ul style="list-style-type: none"> o Fintech issues based on steering committee report o IMSC to take care of the 45 recommendations of Steering committee (CKYC, AA, CFL etc.) o JWG's on Fintech (Singapore, UK and Philippines) o Sectoral Charge of MeITY (SPECS, MSIP etc.) o Need basis talking point for honorable FM and Secretary o Work on implementation of budget related announcements o Fintech festivals organized by industry forums o Recurring transactional and policy work <p>(iii) Schedule for completion of Tasks: The tasks are of perennial and ongoing nature and has set milestones in short term, medium term and long term.</p> <p>(iv) The support or inputs to be provided by DEA to facilitate the Young Professionals/Consultants: Consultants will be required to have a office set-up including a sitting space, computer systems, etc. The Director/DS (Digital Economy and FinTech), Investment Division will be the reporting officer for the consultants.</p> <p>(v) The final outputs that will be required of the Young Professional/Consultant at the end of the period should be specified - As specified in point (iii) above</p>

Investment

4. IITF Section (Requirement: 2 Consultant and 1 YP)

(i) Precise statement of Objectives:

YPs and consultants would be required to provide legal analysis of investment treaties and submissions in the disputes arising out of international investment treaties

[YP is required with background of Law with minimum qualification of LL.B.

Consultants are desirable from the background of LLM (with specialisation in international investment law/ international dispute resolution including arbitration).

Having qualification / basic understanding of economics is desirable, though not mandatory qualification.

(ii) Outline of the tasks to be carried out: (Same for both YP and Consultant)

Assisting DEA in drafting, reviewing, revising, negotiating and finalising bilateral investment treaties ('BITs') with various countries having regard to

a. Extant case-law and rulings in international investment disputes and the manner in which provisions have been interpreted;

b. Issues and challenges faced and lessons learned from earlier negotiations and BITs.

ii. To effectively assess and advise DEA officials on legal issues arising out of or related to the arbitration proceedings under the Indian BITs and prepare a strategy for representing the GOI in whatever capacity chosen by GOI in any legal including arbitration proceedings under Indian BITs;

iii. Advising DEA officials on available methods and modalities and render such legal assistance as may be required to protect interest of the GOI;

iv. To assist DEA with the dispute in case of negotiations, providing inputs on any dispute related document;

v. Any other matter assigned by GOI in relation to or connected with the above.

vi. Assisting DEA in preparing positions and providing inputs in the work of UNCITRAL Working Group III

vii. Prepare domestic legislations (if required) regarding international commitments

viii. Analyzing domestic policy/ legislative proposals regarding their consistency with India's commitments under international investment agreements and provide inputs to DEA regarding the same.

ix. Providing policy suggestions on investment issues in international forums such as G20, BRICS, UNCTAD etc.

(iii) Schedule for completion of Tasks:

Depends upon the ongoing negotiations and the disputes.

(iv) The support or inputs to be provided by DEA to facilitate the Young Professionals/Consultants:

- Ms. Reetu Jain, Economic Adviser
- Ms. Preeti Jain, Director
- Mr. Vaibhav Rundwal, Joint Director
- Ms. Kanika Wadhawan, Dy. Director
- Ms. Supriya Anand, Dy. Director

(v) The final outputs that will be required of the Young Professional/Consultant at the end of the period should be specified:

Deliverable includes documents, notes, papers/non-papers/concept papers, legal advise on issues mentioned in the item no. (ii) above.

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*Investment***5. FT Section****Requirement: 1 Young Professional****(i) Precise statement of Objectives:**

The objective of the Young Professional is to provide assistance in the organization's engagement in international trade agreements and policy issues by conducting research, analyzing trade policies, providing recommendations, and coordinating with internal and external stakeholders.

Preferred Educational Background: Master Degree in Economics/Commerce/Management/Law from top grade institutions

- Knowledge of international trade laws, regulations, and practices, including World Trade Organization (WTO) rules.
- Familiarity with regional and bilateral trade agreements, such as free trade agreements (FTAs), economic partnership agreements (EPAs), and customs unions.
- Excellent analytical and research skills, with the ability to interpret and synthesize complex trade-related information.
- Effective communication skills, both written and verbal, with the ability to convey complex concepts to diverse audiences.
- Strong interpersonal and negotiation skills to engage with stakeholders at various levels.
- Proficiency in using trade databases, economic modeling tools, and statistical software.

(ii) Outline of the tasks to be carried out:

Key Responsibilities of a Consultant Working for the Government of India in Foreign Trade Agreements:

- Conduct research on foreign trade agreements, including bilateral, regional, and multilateral trade agreements.

- Assist in the formulation and development of India's trade policy positions for foreign trade agreements.
- Evaluate the potential impact of trade agreements on the Indian economy, current account, capital account and overall Balance of Payments.

- Provide data-driven insights and recommendations to government officials on trade agreement negotiations, implementation, and monitoring.

Research Assistance for other work handled by the Section.

(iii) Schedule for completion of Tasks:

This will be an ongoing exercise

(iv) The support or inputs to be provided by DEA to facilitate the Young Professionals/Consultants:

- Ms. Reetu Jain, Economic Adviser
- Mr. S. Satyanarayana, Joint Director
- Ms. Aparajita P. Behera, Deputy Director

(v) The final outputs that will be required of the Young Professional/Consultant at the end of the period should be specified:

Deliverable includes documents, notes, papers/non-papers/concept papers, legal advice on issues mentioned in the item no. (ii) above.

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IPP Division**1. Engagement of Young Professional in Finance Unit (FU)**

a. Bifurcation of existing post of consultants into category of (i) Consultants (ii) Senior Consultants:
Nil

b. Number of vacancies (out of the sanctioned strength) to be advertised: **One against Vacancy**

c. Scope of work/Term of reference:

(i) Precise statement of Objectives: (Disciplines or the domains where engagement of Young Professionals/Consultant is required should be indicated)

The YP will be engaged to assist in the work related to (a) Review of "The Harmonized Master List of Infrastructure" by an expert committee for recommending the classification and financing framework suitable for Amrit Kaal; (b) Infrastructure Debt Funds (IDFs), Real Estate Investment Trusts (REITs)/Infrastructure Investment Trust (InvITs), Tax Free Bonds, Municipal Bonds and other instruments meant for infrastructure financing and credit enhancements; (c) regular interactions with different Stakeholders for Private Investment; and (d) Examining and reviewing proposals relating to issues of Municipal Bonds by Urban Local Bodies (ULBs) for PPP and Non-PPP Projects and providing policy suggestions.

(ii) Outline of the tasks to be carried out: (Details of work required to be carried out specific tasks/activities to be assigned to YP/Consultant should be indicated)

- Assisting senior officials in the review of "The Harmonized Master List of Infrastructure" by an expert committee for recommending the classification and financing framework suitable for Amrit Kaal.
- Examining and reviewing draft economic policies relating to Financial Sector Reforms for long-term availability of financing from Domestic sources & Foreign capital, Development Finance Institutions and Financial Markets.
- Infrastructure Financing from Fiscal resources, PSE's IEBR and Private sector, including from National Monetization Plan (Aligning with Gati-Shakti vision, prioritizing the projects and anchoring to India@2047 vision).
- Reviewing Matters related to infrastructure financing, including development of Infrastructure Instruments and promotion of investments in infrastructure sectors.
- Examining and reviewing matters relating to SPV for Credit Enhancement of Infrastructure Projects and New Credit Rating System for Infrastructure and providing policy suggestions.
- Reviewing and analyzing proposals relating to issues of Municipal Bonds by Urban Local Bodies (ULBs) for PPP and Non-PPP Projects.
- Examining policy proposals relating to Model Tripartite Agreements (MTA) for sectors such as Road, Ports, and Airports etc. and providing policy inputs.
- Examining issues Infrastructure Debt Funds (IDFs), Real Estate Investment Trusts (REITs)/Infrastructure Investment Trust (InvITs), Tax Free Bonds, Municipal Bonds and other instruments meant for infrastructure financing and credit enhancements.

- Examining issues related to meetings of Board of Directors of IIFCL and AIAHL and providing inputs.
- Assisting senior officials in the preparation of Briefs/Talking Points/Minutes/PPTs/Gazette Notification, etc for the use of Finance Minister & Secretary (EA).

(iii) **Schedule for completion of Tasks:** (This should be designed in such a manner that both the time frame for the jobs as well as the deliverable are clearly identified and are amendable to periodic monitoring over the duration of the assignment)

Most of the deliverables are expected to be achieved by March 2024. Further examining and reviewing matters concerning Infrastructure Debt Funds (IDFs), Real Estate Investment Trusts (REITs)/Infrastructure Investment Trust (InvITs), Tax Free Bonds, Municipal Bonds and other instruments meant for infrastructure financing and credit enhancements, is a continuous process.

(iv) **The support or inputs to be provided by DEA to facilitate the Young Professionals/Consultants:** (Officer who will provide guidance to the Young Professionals and to whom reporting is to be done should be specified here)

The YP will work under the Guidance of Shri Aman Garg, Director, FU, IPP Division and he will report to Ms. Manshi Gupta, Deputy Director, FU, IPP Division.

(v) **The final outputs that will be required of the Young Professional/Consultant at the end of the period should be specified.**

To provide satisfactory assistance in completion of the work/tasks mentioned above in the prescribed timeline.

2. Engagement of Young Professional in Policy & Planning Unit (PPU)

3.

a. Bifurcation of existing post of consultants into category of (i) Consultants (ii) Senior Consultants:
Nil

b. Number of vacancies (out of the sanctioned strength) to be advertised: **One against additional requirement**

c. Scope of work/Term of reference:

(i) **Precise statement of Objectives:** (Disciplines or the domains where engagement of Young Professionals/Consultant is required should be indicated)

The YP will be engaged to assist in the work related to (a) preparing Sectoral financing reports; (b) regular interactions with Line Ministries to understand their capex requirement; and (c) Examining and reviewing investment proposals concerning Telecommunications, Civil Aviation, Shipping, Road & Transport, Railways & Urban Development sectors including Metro Rails and providing policy suggestions.

(ii) **Outline of the tasks to be carried out:** (Details of work required to be carried out specific tasks/activities to be assigned to YP/Consultant should be indicated)

- Examining and reviewing draft economic policies relating to Infrastructure sector regulations and providing policy inputs.
- National Infrastructure Pipeline (NIP) monitoring framework & Implementation, periodic review and updating (Aligning with Gati-Shakti vision, prioritizing the projects and anchoring to India@2047 vision).
- Facilitation in preparing Sectoral financing reports and regular interactions with Line Ministries to understand their capex requirement
- Examining and reviewing investment proposals concerning Telecommunications, Civil Aviation, Shipping, Road & Transport, Railways & Urban Development sectors including Metro Rails and providing policy suggestions.
- Reviewing and analyzing proposals relating to granting of Infrastructure status to various sectors and sub-sectors by their inclusion in the Harmonized Master List of Infrastructure
- Examining policy proposals relating to meeting of the Digital Communications Commission where Secretary, EA is a member of the Commission and providing policy inputs.
- Examining issues related to National Industrial Corridor Development and Implementation Trust (NICDIT) where Secretary, EA is a member of the Board of Trustees of NICDIT and providing inputs.
- Assisting senior officials in the preparation of Briefs/Talking Points/Minutes/PPTs/Gazette Notification, etc for the use of Finance Minister & Secretary (EA).

(iii) Schedule for completion of Tasks: (This should be designed in such a manner that both the time frame for the jobs as well as the deliverable are clearly identified and are amendable to periodic monitoring over the duration of the assignment)

Preparation of Sectoral Financing Report by October, 2023. Further examining and reviewing investment proposals concerning Telecommunications, Civil Aviation, Shipping, Road & Transport, Railways & Urban Development sectors including Metro Rails and providing policy suggestions, is a continuous process.

(iv) The support or inputs to be provided by DEA to facilitate the Young Professionals/Consultants: (Officer who will provide guidance to the Young Professionals and to whom reporting is to be done should be specified here)

The YP will work under the Guidance of Shri Saurabh Singh, Deputy Secretary, PPU, IPP Division and he will report to Ms. Mannu Jain, Assistant Director, PPU, IPP Division.

(v) The final outputs that will be required of the Young Professional/Consultant at the end of the period should be specified.

To provide satisfactory assistance in completion of the work/tasks mentioned above in the prescribed timeline.

TOR - ISD Division

(A) Consultant : Terms of Reference for the work to be done**(To be provided separately for each position of YP/Consultant)**

(i) Precise statement of Objectives: The Consultant will be engaged to assist in the work related to Energy Sector Policies & Programmes).
(Disciplines or the domains where engagement of Young Professionals/Consultant is required should be indicated)

(ii) Outline of the tasks to be carried out:

- a) Preparing comments on DCNs/CCEA/EFC/PIB/CEE Memo received from the line Ministries/Departments and working on research reports, project reports, concept notes received from various ministries and other miscellaneous matters.
 - b) Study different global funding/ grant proposals that intend to provide assistance to domestic sustainable infrastructure projects (Green financing, Blended Finance related activities).
 - c) Research on extant regulations and policy reforms related to the energy infrastructure sector.
- (Details of work required to be carried out specific tasks/activities to be assigned to YP/Consultant should be indicated)

(iii) Schedule for completion of Tasks: 2023-24 to 2024-25 for the work at (ii) (a) above, and one year for the work at (ii) (b) & (c) above;

(This should be designed in such a manner that both the time frame for the jobs as well as the deliverable are clearly identified and are amendable to periodic monitoring over the duration of the assignment)

(iv) The support or inputs to be provided by DEA to facilitate the Young Professionals/Consultants:
Dir/ DS/ Joint Director, will provide guidance to the Consultant, and the Consultant will report to him.
(Officer who will provide guidance to the Young Professionals and to whom reporting is to be done should be specified here)

(v) The final outputs that will be required of the Young Professional/Consultant at the end of the period should be specified.

To provide satisfactory assistance in completion of the work mentioned above in the prescribed timeline.

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31/07/2023 12:56

No.EAAAD/Admn/ Consultant /2021
 Government of India
 Ministry of Finance (DEA)
 Office of The Controller of Aid Accounts & Audit
 5th Floor, B Wing, Janpath Bhawan,
 New Delhi.

New Delhi, the 08th June, 2023

OFFICE MEMORANDUM

Subject:- Comment on draft guidelines regarding Engagement of Young Professional Consultant in DEA.

The undersigned is directed to say that vide letter No.40011/06/202-Ad.VII dated 17th May, 2023 on the subject cited above. Approval of Ms. Neha Rastogi contract was extended till 31.10.2023 in O/o CAAA, DEA, Ministry of Finance.

As per extant guidelines, Ms. Neha Rastogi, is eligible to continue as consultant.

Further, Controller of Aid Accounts & Audit Division require Continuance of her services till stabilization of data in New ICS and filling up vacant encadred posts of CGA:-


TOR - for the work to be done by consultant/ Young Professional are as under:-

- i) Operationalization of New ICS by Developing Training Modules/data present action for MIS.
- ii) Details of work to be assigned.
 - a) Data Analysis
 - b) Data presentation - Monthly, Quarterly and annual Reports
 - c) Coordination with external Agency Banks, RBI with better Networking skills.
 - d) In house training of MS excel, PPT New ICS if New Enterart in AA& Audit Division.
- iii) The Annul Exercise to done to access the New Extent knowledge of comparting skills have been attained to replace consultant before completion of extension 31.10.2023. The job may be assigned to Young Professional
- iv) The support on inputs to be provided by Controller CAAA and Jt. controller CAAA
- v) All PIAs staff, New externals in Controller of Aid Accounts & Audit office should be trained by consultant/ Young Professional to handle New ICS and Networking skills, M/S office, Excel, PPTs.

In this context, Ms. Neha Rastogi consultant would continue to contract complete till her tenure till 31st October, 2023. Thereafter, also this Division need services of Young Professional/consultant wellversed to preform duties attached to the post mentioned as above [(i) to (v)]

This is issue with the approval of CAA&A

Under Secretary
 Ministry of Finance,
 Department of Economic Affairs
 Admn-VII Section, North Block,
 New Delhi-110001


 08.06.2023
 (Subhash Chander)
 Sr. Accounts Officer

**Terms of Reference - for the work to be done.
(For both YP and Consultant in OMI Division¹)**

(i) Precise statement of Objectives:

(Disciplines or the domains where engagement of Young Professionals/Consultant is required should be indicated)

- Dealing of Matters relating to projects and Policy of the Multilateral Development Banks (MDBs) assigned to the OMI Division such as AIIB, NDB, AfDB, IFAD, CDB, OFID, IADB and EBRD etc. and other coordination related works.

(ii) Outline of the tasks to be carried out:

(Details of work required to be carried out specific tasks/activities to be assigned to YP/Consultant should be indicated)

- To analyse policy papers to be discussed in Board / Committee / Annual Meetings and other periodic meetings of the aforementioned MDBs.
- Supporting in Drafting brief and views on agenda papers for the various meetings of the MDBs and their related issues.
- Study and analysis of emerging issues such as Energy Security, Climate Financing, capital adequacy, and Gender related matters across MDBs.
- Study and analysis of cross-cutting issues across the MDBs.
- Research analysis on MDB related issues.

(iii) Schedule for completion of Tasks:

(This should be designed in such a manner that both the time frame for the jobs as well as the deliverable are clearly identified and are amendable to periodic monitoring over the duration of the assignment)

- India being a member in the above MDBs, considering regular Board and committee meetings of those MDBs, the above-mentioned works are regular and routine works for OMI Division.
- Hence the assignments to the YPs/Consultants will ongoing in nature.

(iv) The support or inputs to be provided by DEA to facilitate the Young Professionals/Consultants:

(Officer who will provide guidance to the Young Professionals and to whom reporting is to be done should be specified here)

- Director (OMI) and Deputy Director (OMI)

¹ Internal work allocation for YP/Consultant will be made in this Division with the approval of AS (OMI). Accordingly exact assignment to YP and Consultant will be internally made.

(v) The final outputs that will be required of the Young Professional/Consultant at the end of the period should be specified.

Annual deliverables and achievements relating to the following will be required:

- research analysis on MDBs and agenda papers (Policy and operation) for Board and Committee meetings;
- All the assigned work should be completed in a time-bound manner.
- Impactful study and analysis of their deliverables will be monitored weekly.
