

**No. P-45014/5/2023-PP (BE-II) (E-187089)**  
**Government of India**  
**Ministry of Commerce and Industry**  
**Department for Promotion of Industry and Internal Trade**  
**(Public Procurement Section)**  
**Website: [https:// dpiit.gov.in](https://dpiit.gov.in)**

**Udyog Bhawan, New Delhi, 110011**  
**Dated: 22<sup>nd</sup> December, 2023**

**VACANCY ADVERTISEMENT**

**Subject - Engagement of Junior Consultants on contract basis in Public Procurement Division (PPD), DPIIT - reg.**

DPIIT invites applications from eligible qualified professionals for engagement as Junior Consultant with relevant experience in the specific domain areas purely on contract basis for a maximum tenure up to 3 years (subject to renewal every year) for working in the Public Procurement Division. Continuation of the Junior Consultant in DPIIT beyond 3 years for up to additional 2 years will be considered on case to case basis by the competent Authority. Interested and eligible candidates are requested to apply online through email within 20 days of publishing this advertisement.

2. Designation, number of Positions, Qualifications and Experience Criteria along with Consolidated Remuneration are given below:

S.no.	Designation	No. of Positions	Qualifications and Experience Criteria	Remuneration [per month]
1.	Junior Consultant	01	<b>Qualification:</b> MBA from a reputed and recognized University or Institution.	0.6 to 1.00 Lakhs (Based on suitability and experience of the candidate)
			<b>Mandatory Experience:</b> • Minimum 03 years of post qualification work experience and minimum 02 years of working experience in the domain area of Global Tender Enquiry in any Central Government/ State Government/PSUs/Autonomous Bodies/ any other government Company.	
			<b>Age Limit:</b> Below 35 years of age as on 1 <sup>st</sup> July, 2023.	

3. Interested and eligible candidates may mail duly filled application forms in the prescribed format (Annexure-I) along with their CV and self-attested copy of relevant documents to **Email: ssingh.dopt@nic.in** with the subject line "Application for Junior Consultant in PPD, DPIIT" within 20 days.

4. Appointment of Junior Consultant will be regulated as per terms & conditions attached at Annexure I and this Department's guidelines dated 27.07.2021 (Annexure II).



**(Ashishan Tirkey)**  
**Additional Director General**  
**Ph: - 011-23063838**

**Government of India**  
**Ministry of Commerce and Industry**  
**Department for Promotion of Industry and Internal Trade**

**Proforma to apply for the post of Junior Consultant in Public Procurement Division**

1. Position Applied For: Junior Consultant in PPD, DPIIT
2. Personal Details:

<b>Name</b>	
<b>Father's Name</b>	
<b>Mother's Name</b>	
<b>Date of Birth</b>	
<b>Correspondence Address</b>	
<b>Permanent Address</b>	
<b>E-mail</b>	
<b>Mobile Number</b>	

3. Educational Qualification\* (10th Onwards)

<b>Qualification</b>	<b>Board/ University</b>	<b>Year of Passing</b>	<b>Subjects/ Specialization</b>	<b>Full Time/Part Time/ Distance Mode</b>	<b>Division</b>	<b>Percentage of Marks</b>

**\*If marks available in CGPA, enter equivalent percentage marks using applicable conversion formula of respective institution/university.  
Attach copy of Educational Qualification Certificate.**

4. Work Experience \*\* (please mention only relevant experience as per advertisement):

S No.	Organization/ Institution	Period		Nature of work done	Salary drawn/ month	Remarks
		From	To			

**\*\* Attach a copy of relevant documents with experience**

5. Any other relevant information that the candidate wants to submit: -

**Certification**

I \_\_\_\_\_ son/daughter \_\_\_\_\_ of hereby certify that the information provided by me in the application form is true and correct to the best of my knowledge and my application will be summarily rejected if any particulars are found incorrect/false at any stage. Further, I have read and understood all the terms and conditions (Annexure-I & II) for engagement of Junior Consultant in Public Procurement Department, Department for Promotion of Industry and Internal Trade.

**Name & Signature of the applicant**

Terms and Conditions

- i. **The normal period of the contractual recruitment is 03 years (subject to renewal every year), followed by an extendable period of 02 years.** Extension is subject to approval and based on requirement at the appropriate stage. Candidate will have no right whatsoever to demand extension after completion of the initial tenure. Initial tenure may also be cut short at the discretion of the Competent Authority.
- ii. DPIIT can cancel the appointment at any time without providing any reason, for it, with a notice period of 15 days or remuneration in lieu of the notice period on pro-rata basis. Also, the Junior Consultant may resign from the position with a notice period of 15 days and subject to the acceptance of resignation by the competent authority in this department..
- iii. Performance based annual increment of ten percent may be granted after completion of one year, subject to approval of the Competent Authority.
- iv. The applicants must submit the application, complete in all aspects in the prescribed Application Performa through **email only** within 15 days from the date of advertisement. **No other means of submission of applications will be entertained.**
- v. Applications which do not meet the eligibility criteria given in this Notification and/or incomplete in any respect shall be summarily rejected and no communication will be made in this regard.
- vi. All the candidates called for the Interview shall bring one set of self-attested copies of the relevant documents, w.r.t Educational Qualifications, Professional Qualifications, Work Experience, Photo ID-Proof, etc. along with the Originals at the time of verification.
- vii. This is purely a contractual engagement on specific requirements/project basis as per agreed terms and conditions.
- viii. The engagement **DOES NOT** confer any right upon the engaged person to demand any permanent position or job in DPIIT during the tenure of engagement or anytime in future.
- ix. DPIIT reserves its right **NOT TO ENGAGE** any person in response to this Notification.
- x. All the applications shall be screened for eligibility, qualification and completeness. Complete applications shall be sorted and shortlisted for calling suitable candidates for interview. **Not all applicants may be called for Interview.**
- xi. No TA/DA shall be paid to candidates for attending the Interview.
- xii. Selection of the candidates shall be made on the basis of performance and qualitative assessment done during Interviews taken by the Consultant Evaluation Committee.
- xiii. The Applicant will be offered a contractual engagement as per stipulated terms and conditions.
- xiv. The candidate will undertake and execute the assigned tasks with all sincerity and as per communicated timelines. Failure in commitments and duty by the candidate will be viewed seriously and appropriate action shall be taken against the concerned as per rules.
- xv. The applicants are advised to provide valid e-mail address and mobile number for communication since all communications shall be made through electronic medium. No communication will be made by post. The candidates are advised to regularly check their email ids as well as DPIIT website for any further developments.
- xvi. The location of job will be Udyog Bhawan/Vanijya Bhawan, Public Procurement Division (PPD) Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, New Delhi.

ANNEXURE II

No. A-64011/04/2021- Estt G/**Vol. I**  
Government of India  
Ministry of Commerce & Industry  
Department for Promotion of Industry and Internal Trade  
Establishment-G Section

Udyog Bhawan, New Delhi  
Dated 27th July, 2021

OFFICE MEMORANDUM

**Sub: Circulation of guidelines and procedure for engagement of Senior Consultants/ Consultants/ Professionals in DPIIT - Reg.**

The undersigned is directed to refer to the subject mentioned above and to circulate herewith the guidelines and procedure for engagement of Senior Consultants/ Consultants/ Professionals in DPIIT(**enclosed**) for information and compliance by all the concerned.

2. The guidelines and procedure has the concurrence of IFW and approval of the Secretary, DPIIT.

  
(Shambhu Datt Sati)

Under Secretary to the Government of India

To

1. PPS to SIIT.
2. All Wing Heads, DPIIT.
3. All divisional head, DPIIT.

**Government of India**  
**Ministry of Commerce and Industry**  
**Department for Promotion of Industry and Internal Trade**

Udyog Bhawan, New Delhi.

Dated: 27<sup>th</sup> July, 2021

**Sub: Procedure and guidelines for engagement of Consultants/ Senior Consultants/ Professionals in DPIIT.**

The Department for Promotion of Industry and Internal Trade (DPIIT) is responsible for determining the Industrial Policy at Central Government level, including matter related to productivity in Indian industry, matters related to e-Commerce and start-ups, facilitating Ease of Doing Business (EoDB), promotion of internal trade including retail trade, welfare of traders and their employees, administration of Industries (Development and Regulation) Act, 1951, protection of Intellectual Property Rights in fields of Patents, Trademarks, Copyrights, Industrial Designs and Geographical Indications of Goods and acknowledging Industrial Entrepreneurs Memorandum (IEM). There are five territorial divisions for international cooperation and industrial promotion handling matters emanating from America, Europe, CIS countries, Africa and Middle East, Asia and Oceania. The Department is responsible for promotion and development of sectors related to Cables, Light Engineering Industries, Light Industries, Light Electrical Engineering Industries, Paper & Newsprint, Tyres & Tubes, Salt, Cement, Ceramics, Tiles & Glass, Leather Goods Soaps & detergents and Industries not covered by other Ministries/Departments.

Accordingly, following guidelines are being prescribed for engagement of Consultants henceforth in DPIIT until such time as these guidelines are amended or new guidelines are issued. These guidelines will come into effect from the date of issue.

**2. General conditions for engaging Consultants.**

2.1 Consultants will be engaged for a fixed period ranging from 1-3 years to provide high quality services on specific tasks/projects. They will also be engaged for fixed periods for working with the Senior Officers on projects and issues that are considered important to advance the objectives of the Department. Consultants would normally not be engaged as heads of the divisions.

2.2 Professionals with requisite qualification and experience as prescribed would be hired as Consultants. Retired Government employees with relevant experience would also be eligible for selection as Consultants.

2.3 The initial tenure of engagement for a person as Consultant would be maximum upto 3 years. Continuation of the Consultant in DPIIT beyond 3 years, for up to additional 2 years will be considered on case to case basis by the Competent

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- 2 -

Authority in the Department.

2.4 Consultants may be appointed on part-time or full-time basis. Consultants appointed on full-time basis would not be permitted to take up any other assignment during the period of Consultancy with DPIIT.

2.5 The appointment of Consultants is of a temporary nature and the DPIIT can cancel the appointment at any time without providing any reason for it, with a notice period of 15 days or remuneration in lieu of the notice period on pro-rata basis.

2.6 Part-time Consultant will be appointed subject to the condition that they face no conflict of interest with respect to the work they are handling in DPIIT.

### 3. Number of Consultants:

The total number of Consultants to be engaged in DPIIT shall depend on the actual requirement at a particular point of time and with the prior approval of Integrated Finance Wing and the Secretary, DPIIT.

### 4. Qualifications and experience:

4.1 Consultants should be professionals having a Bachelor's/Master's/PhD Degree in the relevant subject with post-qualification experience in the requisite field as given below in the table. The work experience requirement may be relaxed in exceptional cases in respect of deserving candidates with the approval of competent authority in the Department.

Category	Designation	Post Qualification Experience in Years	Remuneration Range in Rs. Lakhs Per Month
1.	Junior Consultant	3-5	0.6 - 1.0
2.	Consultant	5-10	0.8-2.5
3.	Senior Consultant	10 +	1.5-5.0

4.2 Hiring criteria may be further defined for specific positions depending on the specific requirements and circumstances by the Division/ Wing concerned.

### 5. Procedure for selection:

(i) The selection of Consultants shall be made in accordance with the provisions contained in GFR 2017, related to procedure of procurement of Consultants.

(ii) The requirement will be advertised on the website of DPIIT as well as website

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- 3 -

of DOPT for wide publicity.

(iii) The complete and correct applications fulfilling minimum required criteria of the advertised role, shall be placed before a screening committee headed by Deputy Secretary/ Director level officer of the division concerned under which the consultant(s) is/ are to work.

(iv) Shortlisted applications shall be placed before a Consultancy Evaluation Committee headed by Additional Secretary/ Joint Secretary of the wing under which the consultant(s) is/ are to work.

(v) The CEC shall prepare a panel of 3 candidates per slot of Consultant, i.e. including 2 persons in the waiting list. The panel would be valid for a period of one year.

(vi) In certain exceptional cases, with the concurrence of IFW and approval of the Secretary, DPIIT, the CEC may consider selection from a single source as per GFR. However, full justification will require to be recorded in writing.

#### 6. Screening Committee & Consultancy Evaluation Committee (CEC)

The composition of the Screening Committee for short listing of applications and composition of the CEC and the final approving authority are as under:

##### Screening Committee

- (i) DS/Director of the Division engaging the consultants - Chairperson
- (ii) SO/US of the Estt. Section/ branch - Member
- (iii) SO/US of the Section/ branch engaging the consultants - Member

##### Consultancy Evaluation Committee

- (i) JS/ AS of the Wing engaging the consultants - Chairperson
- (ii) An outside expert to be nominated with the approval of Secretary - Member
- (iii) DS/Director of the Division engaging the consultants - Member  
Convenor

#### 7. Entitlements of Consultants:

(i) The full-time Consultants will be paid a monthly consolidated remuneration as per Table in para 4.1. In the case of retired Government Servants, the remuneration shall be as per prevailing norms of Department of Personnel and Training/Department of Expenditure.

(ii) The Consultants will not be eligible for Government Accommodation or House Rent Allowance, CGHS facility, DA, etc.

(iii) The Consultant will be provided official email id, identification/ entry card, office space with standard equipment and internet connection, Library facility, etc.

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-4-

- (iv) Emoluments of Part-time Consultants will be decided on a case-to-case basis.
- (v) Based on the above, Consultancy Evaluation Committee shall recommend the initial remuneration which will remain fixed during the tenure of the consultant.

### 8. TA/DA

The Consultants shall be allowed to undertake domestic/foreign tours as required by their duties for which TA/DA and Hotel Accommodation shall be paid as admissible to the Central Government employees drawing grade pay of Rs.5400 for category 1, grade pay of Rs. 6600 for category 2 and grade pay of Rs. 7600 for category 3 in above table. Tours will be subject to approval of the Competent Authority in the Department. In exceptional cases, approval of the Secretary may be obtained on case to case basis.

### 9. Leave

The Consultants shall be entitled to leave of 12 days in a year. Additional leave without pay would be permitted upon approval by the reporting officer.

### 10. Conflict of Interest

The Consultant shall be expected to follow all the rules and regulations of the Government of India which are in force. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the Consultant are not found satisfactory or found in conflict with the interests of the Government, his/her services will be liable for discontinuation without assigning any reasons thereof.

### 11. Termination notice

The DPIIT can cancel the appointment at any time without providing any reason for it however, in the normal course it will provide 15 days' notice to the Consultant or remuneration in lieu of the notice period on pro rata basis. The Consultant can also seek for termination of the Contract upon giving 15 days' notice to the DPIIT.

### 13. Relaxation:

Under exceptional circumstances and in the case of meritorious candidates the above guidelines may be relaxed with the approval of Secretary, DPIIT.

### 14. Verification:

The Police verification of the Consultants shall be done as per the latest instructions issued by MHA/DOPT.

15. The Consultant shall not, except with the previous sanction of DPIIT or in the

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8354869/2023-BE-II

- 5 -

bona fide discharge of his or her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter in any newspaper or periodical either in his/her own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter relates to subject matter assigned to him by the Department.

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