

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

The Department of Economic Affairs proposes to engage 05 Consultants for a period of 2 years extendable by one more year for attending to specific and time-bound jobs in Investment Division. Only persons with requisite qualification and experience as prescribed would be hired as Consultant.

**1. Requirement :**

1.1 Consultant : Five

**2. Age Limit:**

2.2 Consultant : Not exceeding 50 years

**3. Qualification:**

3.1 Consultant: Master's degree in Economics/Finance/Management/Commerce with minimum three years post-qualification relevant professional/ academic/ research experience.

The applicants having experience in FDI Policy related matters would be preferred.

**4. Tenure:**

4.1 The maximum continuous tenure of a Consultant will be 2 years + 1 year (subject to performance and presence of the professional in the Division concerned being highly useful). They will be appointed on full time basis and will not be permitted to take up any other assignment during the period of consultancy.

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

**5. Outline of the Proposed Tasks:-**

- I. FDI policy including clarification on policy related matters.
- II. Scrutiny/examination of all the FDI proposals received and preparation of summary thereon for FIPB.
- III. Follow up action on the proposals deferred by FIPB and
- IV. Preparation of summary/ briefs for interaction of Senior Officers/ Hon'ble minister with the investors

**6. Other Entitlements/ Conditions**

**6.1 Remuneration**

Consultant : Rs. 80,000/-

**6.2 Tax Deduction at Source:**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificate/s. Service Tax, as applicable shall be admissible to Consultants at the prevalent rates.

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### 6.3 Other Allowances:

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

### 6.4 Leave :-

All Consultant shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year.

## 7. Confidentiality

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

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

C. The Consultant appointed by the Department shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department.

## 8. Right of Department of Economic Affairs

DEA reserves the right to decide to cancel this advertisement and not to proceed in the matter, at any stage accept or reject any or all offers, without giving any explanation, whatsoever.

## 9. Termination of Agreement

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

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

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

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**10. Submission of application:**

Separate application shall have to be submitted for each position. The application in the format given in Annexure-I, should reach Room No. 230, D/o Economic Affairs, M/o Finance, North Block, Central Secretariat by post or email tarvinder.kaur@nic.in on or before 28.11.2016. For any further enquiry, please contact at Telephone No. 011-23095249/23095063.

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

### I. Format for Application

(i) Name:

(ii) Date of Birth:

(iii) Address for correspondence:

(iv) Contact No.: Landline \_\_\_\_\_ Mobile: \_\_\_\_\_

Email:

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

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

\* Attach Separate copy if required.

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

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

\* Attach Separate copy if required.

(vii) List of relevant technical and academic publications:

(viii) Relevant experience:

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

(b) Relevant experience of working for national bodies.

(c) Relevant experience of working for international bodies.

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

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

Recent self attested photograph

Name & Signatures of the applicant:

Date:

Place: