

File. No.14/15/2012-Estt.
Government of India
Ministry of Urban Development
DIRECTORATE OF PRINTING
'B' Wing, Nirman Bhawan, New Delhi – 110 108.

Dated the 30th October, 2012

Notice

Subject: Engagement of Consultants for Procurement Division in the Directorate of Printing

Directorate of Printing, under the Ministry of Urban Development has decided to outsource services of retired Gr. 'A' Officers of Central Government as Consultants (Procurement) purely on temporary basis for a period of one year at the discretion of the competent authority at a remuneration of Rs.25000/- per months. The eligibility conditions for selection to the post of Consultant below:

1. The eligibility/ General Conditions for selection to the post of Consultant are as under:-

- (i) Retired employees from Govt./autonomous organizations with requisite qualifications and experience as prescribed would be eligible for being engaged as Consultants. However the engagement as Consultant shall not be considered as a case of re-employment;
- (ii) Consultants would be engaged for a fixed period for providing high quality services to the Directorate of Printing, PSP Division of Ministry of Urban Development or for attending to specific and time bound jobs';
- (iii) The appointment of Consultants would be on Full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with the Directorate of Printing/PSP Division of M/o UD;
- (iv) The appointment of Consultants is of a temporary (non-official) nature and the appointment can be cancelled at any time by the Directorate of Printing without assigning any reason.

2. The engagement of Retired Officers on outsource of service may be made in the Directorate of Printing as under:-

- (a) Retired Group 'A' Officers from Government/Autonomous Organizations with Grade pay of Rs.6600/- and above, (ii) Preference will be given to the retired officers of the DGS&D of the rank of Director/Deputy Director belonging to the Supply service and are well aware of the procedure adopted in the DGS&D. The age of the retired Government Servants to be engaged as consultant should not more than **62 years** on the date of Advertisements.

- (b) **Period of engagement:** - The initial term of appointment shall be six months or posting of a regular Deputy Director (Procurement) against the existing vacancy or till further order, whichever is earliest.

Procedure

- (i) Procedure to be followed for selecting candidates for engagement as Consultants shall be within the framework of provisions contained in:-
- (ii) Chapter VI, Procurement of services Rule 163 to 180 of GRF 2005;
- (iii) Chapter VII, Selection of individual Consultants para 1.2.1, 7.1 & 7.2 of Manual of Policies and Procedure of Employment of Consultants;
- (iv) Based on the requirement, the Directorate will prepare an advertisement for inviting applicants for engagement of Consultant to be published the same at least in two national newspapers and also place the same on the website of the Directorate of Printing.
- (v) All the applications received in response to the advertisement will be scrutinized/shortlisted by a suitable Committee constituted for the purpose. Thereafter a Selection Committee will recommend a panel of candidates for selection. The Screening & Selection Committees will be constituted by the Director of Printing; **Application Form Annexed.**
- (vi) The selected candidate will be required to execute an Agreement with the Directorate of Printing.

3. Entitlements of Consultant:

- (a) **Fee :** The maximum amount of monthly consolidated fee to Consultant shall be Rs. 25,000/-. However, the amount of fee shall not exceed the last pay drawn Minus Basic Pension Plus variable D.A. No other allowance like transport allowance, HRA etc. shall be paid to the consultant.
- (b) **Leave:** Consultant shall be eligible for 12 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 12 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. The closed/Gazetted holidays will be as per the Government's Orders, for officers situated in DGNCTD area.
- (c) **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion Consultant will not be allowed foreign travel at Government expenses. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work.
- (d) **Library Facility:** The Consultant shall have access to the Library during the period of their engagement and shall be allowed to borrow books as per the Library Rules.

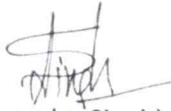
4. Scope of work

- (i) Consultant shall deal with matters relating to procurement of machinery and papers required for each Government of India Press for examination and recommendation of appropriate action to be taken by the competent authority;
- (ii) Consultant will ensure monitoring of disposal of works in time and suggest to take appropriate and adequate action to complete the procedure;
- (iii) Consultant will be required to assist the officers/officials of the Directorate of Printing/Government of India Presses in briefing/discussing the matters relating to Procurement;
- (iv) Consultant will train the dealing staff/officers of the Directorate of Printing, i.e. Headquarter and GIPs to ensure capacity build-up to improve efficiency in handling the procurement procedures;
- (v) Consultant shall assist Director (Printing) as and when required in the processing of Procurement cases;
- (vi) Consultants will be responsible for keeping official records in his safe custody. Any loss of the records under his custody will accrue to him;
- (vii) Consultant will submit the status report of the cases of the Directorate of Printing by the evening of the last working day of every week regularly.

5. Support or inputs to be provided by the Directorate of Printing

The Directorate of Printing will provide Room, furniture, telephonic & computer facilities, stationery, stenographic assistance etc; information & records, Books and any other material required to facilitate working of the consultant.

6. Eligible candidates may apply within 15 days from the date of advertisement on the prescribed proforma as per annexure.


(Surendra Singh)
Deputy Director (II)

