



राष्ट्रीय डिज़ाइन संस्थान  
National Institute of Design  
मध्यप्रदेश Madhya Pradesh

(An Institute of National Importance under DPIIT, Ministry of Commerce and Industry, Govt. of India)

Ref no: NIDMP/Consultant/HR/03/2020

Date: 04.07.2020

**Subject: Engagement of retired Government Servants as 'Consultant' on Contract basis**

1. The National Institute of Design, Madhya Pradesh (NID MP) is an Institute of National Importance established as an autonomous Institution under the Department for Promotion of Industry and Internal Trade (erstwhile Department of Industrial Policy and Promotion), Ministry of Commerce and Industry, Govt. of India with aim to creating a design-enabled innovation economy and strengthening design education in the country. The Institute campus is located at Village-Acharpura, Eint Khedi, Post Office - Arwaliya, Bhopal, Madhya Pradesh. Pin - 462038.

2. The Institute invites applications from retired and eligible Government servants, having considerable experience required for the assignments detailed in scope of work and also have good knowledge of the functioning of Central/ State Government Ministries/ Departments or Educational/ Research organisations/ PSUs/ Autonomous Bodies for engagement as 'Consultant' on contract basis for the following positions:

S. No	Section / Department	No of positions	Scope of work	Eligibility and terms of contract
1	Academic Administration & Students' Services	1	Please refer Annexure II	Please refer Annexure I
2	Internal Audit, Finance & Accounts	1	Please refer Annexure III	

3. Interested and eligible retired officials may submit their applications in the format given at Annexure IV along with the copy of PPO and CV to the Chief Administrative Officer, NID MP preferably by Email only on [cao@nidmp.ac.in](mailto:cao@nidmp.ac.in) having subject captioned "Application for engagement as Consultant on Contract" latest by 15.07.2020. Application may also be sent by post at the following address: **Chief Administrative Officer, National Institute of Design, Madhya Pradesh, Village-Acharpura, Post- Arwaliya, Eint Khedi Bhopal - 462038 (Madhya Pradesh)**

**Note:**

- (i) Incomplete application or those applications received after last date will not be considered.
- (ii) The Institute shall have right to cancel the selection process at any time without assigning any reasons.

  
**Registrar**

**Terms and conditions for engagement as consultant on contractual basis**

1. The applicants should be retired Government servant from the rank of Assistant Section Officer (ASO)/ Section Officer (SO)/ Under Secretary (US)/ Stores and Purchase Officer/ Sr. Audit Officer/ Asst. Audit Officer/ Audit Officer or such equivalent positions from Central Government/ State Government/ PSU/ Autonomous Body having considerable experience in the field of Academic Administration/Student Affairs or General Administration & HR Matters or Procurement & Material Management & also the functioning of Government Ministries/ Departments or Educational/ Research Organizations/ Autonomous Organizations.
2. They shall be fully conversant with MS-Word/ PPT/ Excel etc. as per role requirement and print their own notes/drafts/OMs as required.
3. The initial engagement of a person as Consultant will be for the period given ToR or one year, whichever is earlier. After the expiry of the initial term, engagement may be extended for maximum of two year on yearly basis, based on the requirement of the Institute and performance of the Consultant with the approval of the Competent Authority.
4. The appointment of the Consultant would be on full-time basis and he/she would not be permitted to take up any other assignment during the engagement with Institute. The appointment of Consultant is of a temporary (non-official) nature against the specific requirement.
5. A consolidated remuneration of **Rs.50,000/- (Rupees fifty thousand only) per month** shall be payable to Consultants who have retired at the rank of Under Secretary/ Stores & Purchase Officer/ Sr. Audit Officer (Sr. A.O.) or equivalent (**retired from level 11 or above**). A consolidated remuneration of **Rs.40,000/- (Rupees Forty thousand only) per month** shall be payable to Consultants who have retired at the level of Section Officer (SO)/ Assistant Section Officer/(ASO)/Asst. Purchase Officer/ Asst. Audit Officer (A.A.O.)/ Audit Officer (A.O.) or equivalent (**retired from level 7 to 10**). The applicable taxes will be deducted as per relevant taxation law. Apart from above remuneration the selected Consultant will be allowed Rs 3000/- per month as conveyance allowance. The above remuneration will not be revised during the period of engagement or any extension thereof.
6. The consolidated remuneration shall be payable, subject to periodical completion of work certified by the controlling Officer. They will not be eligible for any other allowance or facility in addition to the remuneration as mentioned in para (v) above. They will, however, continue to draw their pension and relief on pension. as per their entitlement.
7. No TA/DA shall be admissible for joining the assignment or on its completion. For any official visit/tour, the Consultant will draw T.A.D.A. as per the entitlement for their last pay level, from which he/she retired from.

8. The maximum age limit for the post of Consultant shall be 65 years. Applicants having age below 64 (sixty four) years on the last date of receipt of the application shall only be considered.
9. Working hours shall normally be from 9.30 AM to 6.00 PM during working days. However, in exigencies of work, they may be required to sit late and may be called on Saturdays/ Sundays and other holidays.
10. They will be eligible for 08 days leave during the period of one year subject to the prior approval of the controlling Officer. Besides above, no other leave shall be admissible to the Consultant.
11. They will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement as 'Consultant' in the Institute. All such documents will be property of the Institute.
12. They will not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of their assignments or during the course of, assignment for the Institute without the express written consent of the Institute.
13. The Intellectual Property Rights (IPR) of the data collected as well as deliverable produced for the Institute shall remain with the Institute.
14. Their attention is drawn to Central Vigilance Commission's circular no. 01/01/17 dated 23.1.2017 and circular no. 08/06/2011 dated 24.6.2011 regarding engagement of Consultants. They will be completely accountable for any advice or any service rendered by them during their engagement in this Institute in view of norms of ethical business and professionalism.
15. They must act, always, in the interest of Institute and render any advice or service with professional integrity. They will maintain highest standards of integrity, transparency, competitiveness, economy, and efficiency while working as Consultant in this Institute. If required, they will cooperate fully with any legitimately provided! constituted investigative body, conducting inquiry into processing or execution of the consultancy contract/ any other matter related with discharge of contractual obligations by the Consultant.
16. The Consultants appointed by the Institute shall in no case represent or give opinion or advice to others person/organization/entity in any mater which is adverse to the interest of the Institute nor will they indulge in any activity outside the terms of the contractual assignment.
17. They will complete the assigned task within the stipulated period as per the requirement of their controlling officers. They will not take up any assignment or contract which conflicts with the interest of the Institute during the contract period.

18. They shall be bounded to hand-over the entire set of records of assignment to the Institute before the expiry of the contract and before the final payment is released by the Institute.

19. The engagement as Consultant can be terminated by the Institute at any time without assigning any reason thereof by giving them 15 days' notice. However, in case a Consultant wishes to resign, he will have to give 30 days advance notice or remuneration in lieu thereof before resigning from the engagement.

20. The selected Consultants in the Institute will continue as per their existing entitlements/remuneration till they complete their sanctioned tenures.

**SCOPE OF WORK**

**CONSULTANT (ACADEMICS AND STUDENTS SERVICES)**

**Consultant (Academics and Students Services) at NID MP, shall be responsible for the following :-**

1. To maintain up-to-date record of course-wise students in Excel format.
2. To maintain record of fee paid by candidates on various accounts, in consultation with Finance and Accounts Department.
3. To maintain records and registers in respect of Admissions Department in hard and soft copies.
4. To verify the merit list and seat allotted to the candidate in NID MP campus.
5. To Generate a list of candidates who have paid the initial fee amount towards the confirmation of admission.
6. To Count the number of seat vacant in the respective category (the number of seat remaining vacant must be equal to the number of candidate who have not paid INR 50000/- towards the confirmation of admission.)
7. Based on the number of seat vacant in the respective category, check the candidate details in order of merit in respective category in the merit list.
8. To Check whether this candidate has already been allotted a seat in any NID campus.
9. To Contact the candidate over mobile and send an email to accept / decline the provisional offer of admission.
10. To carry out correspondence and documentation required for inter-NID transfer/ surrender of seats by candidates, wherever necessary, in liaison with Fin & Accts Branch.
11. To send the status of the seat allotted to the candidate to the National Council by due date after the deadline for the payment of fees towards the confirmation of acceptance for the provisional offer of admission.
12. To maintain data of Medical Insurance Policy in respect of students.
13. To facilitate convening of meetings pertaining to Hostel administration and process the request by students through respective wardens to the Registrar/ CAO.
14. To deal with all correspondence pertaining to admission of all students of NIDMP.
15. To carry out any other task assigned by the superiors from time to time.

**SCOPE OF WORK**

**CONSULTANT (INTERNAL AUDIT, FINANCE & ACCOUNTS)**

**The detailed scope of work for the proposed assignment, entrusted upon to the Consultant, is broadly categorized in following manner: -**

1. To undertake the work of internal auditor for all proposal related to procurement of goods/services/Works/Consultancy services considering the provision of GFR 2017/Works/Consultancy Manual of MOF/Gol.
2. To prepare the annual plan of internal audit of the all divisions of the organizations.
3. To assist the CF&A on maintenance of books of accounts (double entries accounting system), internal audits, statutory audit, GAG audit and annual accounts of the Institute.
4. To assist the CF&A for liasioning with the statutory auditors (C&AG Audit)/ any other audit and preparation of audit replies and related correspondence and audit compliance.
5. To assist the CF&A on all taxation compliance, complying with statutory requirements for maintenance and presentation of accounts, preparing financial data
6. All other work/assignment ancillary and associated with the above task.
7. Such other tasks and responsibilities as may be entrusted by the CF&A with the approval of the Competent Authority.
8. The applicants should be retired Government Servant from the rank of Assistant Audit Officer (AAO)/ Audit Officer (AO)/ Sr. Audit Officer (Sr. A.O.) or equivalent from Central Government/State Government/PSU/ Autonomous Body having considerable experience in the field of Audit and Accounts & also the functioning of Government Ministries/Departments or Educational/ Research Organizations/Autonomous Bodies.
9. The Consultants will be required to examine purchase cases/proposals related to procurement of all goods/services/Works/Consultancy services in light of the provision of GFR 2017/Works/Consultancy Manual of MOF/Gol and will render his advice on the proposal in the light of provisions of GFR 2017/ Manual of Works manual of Goll Manual on Consultancy of Gol and other Central Govt./CVC rules and regulation on procurement. He/She will analyse the proposals assigned to them by their controlling officers.



**Application for the post of "Consultant on Contract basis"**

Assignment applied for (Please tick on relevant assignment)

**1- Academic Administration & Students' Services**

**2- Internal Audit, Finance & Accounts**

Recent  
Passport Size  
Photograph

1	Full Name (in Block Letters)				
2	Date of Birth				
3	Email				
4	Mobile Number				
5	Residential Address				
6	Educational Qualification				
7	Date of Superannuation/retirement				
8	PPO Number (Enclose a copy)				
9	Post held at the time of retirement				
10	Organization currently working if any				
11	Organization superannuated from				
12	Details of Departmental Exam qualified, if any				
13.	Brief particulars of Experience of last 10 year (a separate	Post held	From	To	Experience/ Nature of work



	sheet may be annexed)				

**Undertaking:**

- (i) I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this circular and accept all the terms and conditions for engagement of Consultants.
- (ii) I shall provide the references in respect of my assignments done in last three years as and when required.

**Place:**

**(Signature of the Applicant)**

**Date:**