



राष्ट्रीय डिज़ाइन संस्थान
National Institute of Design
मध्यप्रदेश Madhya Pradesh

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

Ref No. NID MP/1-70/Admin/2020

Dated 15.03.2020

Vacancy Circular

Subject:- Engagement of retired Government Servants as 'Consultant' on Contract basis-inviting applications thereof-reg.

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 application from retired and eligible Government Servants, having considerable experience required for the assignments detailed in scope of work & also have good knowledge of the functioning of Central/State Government Ministries/Departments or Educational/ Research Organizations/Autonomous Bodies, for engagement as 'Consultant' on contract basis for the following positions:-

SI No.	Name of Department/ Section	No of positions	Scope of work	Eligibility and Terms of Contract
(i)	Academic Administration & Students' Services	1	Please refer Annexure II	Please refer Annexure I
(ii)	General Admin & HR	1	Please refer Annexure III	Please refer Annexure I
(iii)	Procurement & Material Management	1	Please refer Annexure IV	Please refer Annexure I
(iv)	Finance & Accounts Section	1	Please refer Annexure V	Please refer Annexure VI

3. Interested and eligible retired officials may submit their **applications in the format given at Annexure 'VII' along with the copy of PPO and CV** to the Chief Administrative Officer, NID MP preferably by Email only on cao@nidmp.ac.in having subject captioned "**Application for engagement as Consultant on Contract**" latest by **25.03.2020**. Application sent by post should be sent at the following address :

Chief Administrative Officer
National Institute of Design, Madhya Pradesh
Village-Acharpura, Arwaliya Post, Eint Khedi
Bhopal – 462038 (Madhya Pradesh)

Note :

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



Registrar

National Institute of Design, Madhya Pradesh

Terms and Condition of the contractual engagement of Consultants shall be as under:-

(i) **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 or equivalent 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.**

(ii) They shall be fully conversant with MS-Word/PPT/Excel etc. as per role requirement and print their own notes/drafts/OMs as required.

(iii) The initial engagement of a person as consultant will be for the period given ToR or one year, which ever 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.

(iv) 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 anointment of consultant is of a temporary (non-official) nature against the specific requirement.

(v) 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 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 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.

(vi) 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.

(vii) 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.

(viii) They should not have attained the age of 62 years on the closing date of

applications. Normally, the maximum age for the consultant will be 65 year as on completion of assignment. However, the engagement beyond 65 years up to 70 years may be resorted to in deserving cases with the approval of the Competent Authority keeping in view of his/her good health & level of expertise.

(ix) 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.

(x) 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.

(xi) 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.

(xii) 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.

(xiii) The Intellectual Property Rights (IPR) of the data collected as well as deliverable produced for the Institute shall remain with the Institute.

(xiv) 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.

(xv) 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.

(xvi) 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.

(xvii) 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.

(xviii) 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.

(xix) 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.

(xx) 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 NID MP.
15. To carry out any other task assigned by the superiors from time to time.

SCOPE OF WORK : CONSULTANT
(General Admin & HR)

Consultant (General Admin & HR) at NID MP, shall be responsible for the following :-

1. To assist Admin Officer/ CAO in day to day activities of General Administration viz managing transport, students' mess , mail management etc.
2. To maintain leave record of outsourced staff and preparing attendance sheet for facilitating of wages through the manpower agency.
3. To maintain movement in/out register indicating permanent and temporary movements of staff of NID Bhopal.
4. To deal with all correspondence pertaining to Human Resources matters.
5. To maintain Service Books of NID Staff in a neat and tidy condition. All entries including leave records are to be correctly maintained.
6. To prepare Office Orders to promulgate occurrences in respect of NID Staff and to despatch them to all concerned.
7. To prepare and process Claims for TA and DA, LTC, Honorarium in respect of NID MP Staff and to process them for payment.
8. To prepare 'Draft' letters/correspondence pertaining to General Admin and HR.
9. To deal with all matters relating to recruitment, training, deployment, promotion and retirement in respect of staff at NID Bhopal.
10. To carry out any other task assigned by the superiors from time to time.

SCOPE OF WORK : CONSULTANT

(Procurement and Material Management)

Consultant (Procurement & Material Management) at NID MP, shall be responsible for the following :-

1. To assist Admin Officer/ CAO in day to day activities of procurement and material management.
2. To have thorough knowledge of procurement procedure of Govt of India, e-procurement on CPP Portal and GeM Portal as per the provisions of GFR – 2017.
3. To maintain records of purchases, receipts/ issue and stock as per the GFR 2017 and Govt of India rules and procedures.
4. To prepare tender documents for procurement of materials/ equipment through manual as well as e-tendering process. Should have knowledge of International Chamber of Commerce terms (INCOTERMS) for carrying out foreign procurements.
5. To supervise, control and carry out detailment of institute hired vehicles.
6. To prepare tender and contract documents for engagement of service providers and a AMC services.
7. To ensure timely payment of Property tax, license fee, electricity charges, water charges etc in coordination with Estate Section.
8. To carry out any other job / task assigned to him by superior officers of NID MP, from time to time.

SCOPE OF WORK : CONSULTANT
(Internal Audit and 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 in light of 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, CAG 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.

The Terms and Condition of the contractual engagement as “Consultant on Contract” (Internal Audit and Finance & Accounts)

(i) 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.

(ii) 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 Gol/ 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.

(iii) They shall be fully conversant with MS-Word/PPT/Excel etc. as per role requirement and print their own notes/drafts/OMs as required.

(iv) 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.

(v) 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 anointment of consultant is of a temporary (non-official) nature against the specific requirement.

(vi) 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 Sr. Audit Officer (Sr. A.O.)/US 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 Assistant Audit Officer (AAO)/ Audit Officer (AO)/Section Officer 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.

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allowance or facility in addition to the remuneration as mentioned in para (iv) above. They will, however continue to draw their pension and relief on pension. as per their entitlement.

(viii) 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.

(ix) They should not have attained the age of 62 years on the closing date of applications. Normally, the maximum age for the consultant will be 65 year as on completion of assignment. However, the engagement beyond 65 years up to 70 years may be resorted to in deserving cases with the approval of the Competent Authority keeping in view of hi/her good health & level of expertise.

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Application for the post of "Consultant on Contract basis"

Assignment applied for (Please tick on relevant assignment) :-

1- Academic Administration & Students' Services

2- General Admin & HR

3- Procurement & Material Management

4- Internal Audit and 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 sheet may be annexed)	Post held	From	To	Experience/ Nature of work

Undertaking:

1. 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.

2. I shall provide the references in respect of my assignments done in last three years as and when required.

Place:

Date:

(Signature of the Applicant)