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Government of India

Ministry of Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homoeopathy
(AYUSH)

AYUSH BHAWAN, 'B' Block,
GPO Complex INA,
New Delhi-110023,
Dated, the 8th February, 2019.

To

All Research Councils/ National Institutes/ Subordinate Offices/PSU
Of the Ministry of AYUSH (As per standard list)

Sub : Guidelines for Engagement of Consultants in the Ministry of AYUSH.

Madam/ Sir,

In supersession of this Ministry's guidelines for Engagement of Consultants issued vide letter of even No. dated 13th June, 2017 the revised guidelines are enclosed for information and compliance of all concerned. These guidelines are also applicable to field organisation of this Ministry.

2. The details of the consultant and remuneration payable to them are as under :

S.No.	Nomenclature	Monthly Remuneration (in Rs.)
1.	Assistant Consultant	45,000/-
2.	Consultant	50,000/-
3.	Senior Consultant	55,000/-
4.	Legal Consultant	50,000/-
5.	IT Consultant	50,000/-
6.	Media Consultant	50,000/-
7.	Project Consultant	50,000/-
8.	Senior Legal Consultant	75,000/-
9.	Senior IT Consultant	75,000/-
10.	Senior Media Consultant	75,000/-
11.	Senior Project Consultant	75,000/-
12.	Domain Expert	75,000/-

3. This will come into force from the date of Issue.

4. This issues with the concurrence of IFD vide their CD No. C-3249 dated 05.02.2019.

Yours Faithfully,

(Banamali Naik)

Under Secretary to the Government of India

GUIDELINES FOR ENGAGEMENT OF CONSULTANTS IN THE MINISTRY OF AYUSH

The Ministry of AYUSH engages professionals at various levels (as indicated at clause-1.5 below) for providing inputs on different aspects of work in the Ministry. This engagement is of the nature of fee-based consultancy, and does not in any way tantamount to an appointment for employment or job. The engagement of Consultant on contract basis in the Ministry of AYUSH shall henceforth be regulated as per the following guidelines:

1. Eligibility:

- 1.1 Persons retired from the post of Section Officer/Under Secretary/Deputy Secretary/Director or equivalent in the Government of India, Attached & Subordinate offices, Autonomous Bodies of the Government of India are eligible for the position of Consultant in their respective spheres of specialization.
- 1.2 Graduates in Law, IT and other disciplines are eligible to be considered for selection for specific assignments as Consultants. However, the Domain Expert shall be PG degree holder in AYUSH systems/ related discipline. Such candidates must have at least 05-10 years' experience in handling related matters (preferably with Government, Autonomous bodies) and should be well versed in dealing with the subject matter.
- 1.3 Candidates should have excellent communication and interpersonal skills. Knowledge of computer applications such as MS Word, MS Excel and Power Point, etc is essential.
- 1.4 Candidates should be well conversant with Central Secretariat functions like drafting, noting, budget, accounts, office procedure, etc.
- 1.5 The different levels of Consultants and their entry-level requirements are as follows:

S.No.	Entry-Level requirement	Designation
Retired Employees		
1	Retired Section Officer	Assistant Consultant
2	Retired Under Secretary/Doctors	Consultant
3.	Retired Deputy Secretary/Director	Senior Consultant
Open Market		
4.	05 years post qualification experience	Legal Consultant
5.	05 years post qualification experience	Media Consultant
6.	05 years post qualification experience	IT Consultant
7.	05 years post qualification experience	Project Consultant
8.	10 years post qualification experience	Senior Legal Consultant
9.	10 years post qualification experience	Sr. Media Consultant
10.	10 years post qualification experience	Sr. IT Consultant
11.	10 years post qualification experience	Sr. Project Consultant
12.	05 years post qualification experience	Domain Expert

2. Age Limit:

- 2.1 Should not be more than 64 years of age on the last date for receipt of application.
- 2.2 The age ceiling for continuation of contract shall be 65 years as on the date of renewal of contract on year to year basis. However, a relaxation of two years can be made in exceptional cases involving sensitive matters for the sake of continuity or technical expertise. Such continuation shall be taken on an year-to-year basis, and shall depend on the quality of services rendered subject to satisfaction and recommendation of Wing Head (Joint Secretary).

3. Remuneration:

- 3.1 A monthly consolidated remuneration will be paid to the Consultants as approved by the Competent Authority from time to time for different classes of Consultants.
- 3.2 In case the contract is renewed after satisfactory completion of one year service, 05% increase in remuneration shall be given every year.
- 3.3 Shall not be entitled to any allowance such as DA, transport facility, residential accommodation, CGHS, Medical reimbursement etc.

4. Engagement :

- 4.1 The engagement of Consultant on contract basis will be made only in case of vacancies are not filled up on regular basis or to meet the requirement due to additional activities of defined time frame.
- 4.2 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry/organization.
- 4.3 The contract initially would be for a maximum period of one year and may be further extended on year to year basis, subject to functional requirements and also subject to appraisal of the performance.
- 4.4 There shall be no change in the terms and conditions of the contract once it is finalized.

5. Appointment Procedure:

- 5.1 The Consultant would be appointed after following due procedure, including calling for applications through advertisement.
- 5.2 The appointment can also be made on nomination basis in rare circumstances with due justification and approval of Secretary (A) and concurrence of IFD.
- 5.3 The scrutiny of applications and selection of Consultant will be carried out by a Committee in the Ministry/Organizations.
- 5.4 The Selection Committees shall comprise as under:

For Assistant Consultant & Legal Consultant	Other	Domain expert
Director/DS (Admn.) - Chairperson Under Secretary (PP&C) - Member Under Secretary (Admn.) - Member	Joint Secretary(A) - Chairperson Director/ DS (A) - Member Director/DS(PP&C)- Member	Joint Secretary(A) - Chairperson Adviser (Ayurveda Or Unani or Homoeo) - Member Jt. Adviser (Ayurveda Or Unani or Homoeo) - Member

- 5.5 The Ministry has the right to cancel advertisement issued for engagement of Consultants and not to proceed in the matter for engagement of Consultant, at any stage to accept or reject any or all applications without giving any explanation, whatsoever.

6. Scope of Consultancy/ Responsibility:

- i. Matters relating to Establishment, Administration, Finance and Accounts.
- ii. Policy matters/Legislation.
- iii. Parliamentary/ Hindi matters.
- iv. Legal/IT/Media matters.
- v. New projects and specialized subject-areas.
- vi. Any other item of work as per requirement.

7. Retired Government Servants:

- 7.1 The retired Govt. servant engaged as Consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Consultant.
- 7.2 The engagement as Consultant shall not be considered as a case of re-employment.

8. Leave :

- 8.1 The Consultant shall be entitled to avail 12 days of Leave in a calendar year. The reimbursement will be on *pro rata* basis, therefore, he shall not draw any remuneration in case of his absence beyond 12 days in a year.
- 8.2 The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.

9. Working Hours:

- 9.1 The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of urgency.
- 9.2 They shall mark their attendance in AEBAS mandatorily, failing which it may result in deduction of remuneration.

10. Tax Deduction at Source:

- 10.1 The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them.

11. Confidentiality of data and documents:

- 11.1 The Consultant will maintain absolute confidentiality and secrecy of the information handled by him. The secrecy and confidentiality are to be maintained even after the termination of the engagement.
- 11.2 The intellectual Property Rights (IPR) of the data collected as well as deliverables by the Consultant produced for the Department/organization shall remain with the Department/organization.
- 11.3 No Consultant shall 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 this assignment or during the course of assignment for the Department/organization, without the express written consent of the Department/organization.
- 11.4 The Consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by the Department/organization.
- 11.5 The Consultant would be required to sign a non-disclosure undertaking as per annex.

12. Conflict of interest:

- 12.1 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/organization nor will he indulge in any activity outside the terms of employment/contractual assignment.
- 12.2 The Consultant shall not claim any benefit/compensation/absorption/regularization of service with this Ministry under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970.
- 12.3 The Consultant engaged from open market shall give a Bond at the time of initial engagement/renewal to the effect that their engagement shall not confer any right/claim for regularization of his/her service in the Ministry of AYUSH.

13. Termination of Agreement:

The Ministry retains the right to terminate the contract at any time without giving any notice and also without assigning any reason. Some of the situations under which the Ministry may terminate the contract are:

- (i) The Consultant is unable to address the assigned work.
- (ii) Quality of the assigned work is not to the satisfaction of the Officer/ Department.
- (iii) The Consultant is found lacking in honesty and integrity.

14. Reporting System and other issues:

- 14.1 The Consultant of the level of SO/US/Legal Consultant shall report to Section Officer. The Consultant of the level of DS/Dir and IT/Project/Media Consultant shall report to Deputy Secretary/Director or to Joint Secretary or equivalent officer as per internal mechanism.
- 14.2 The Consultant shall work independently on a given task and no regular staff will report to them.
- 14.3 The SO/US level Consultant shall not be provided any Secretarial support.

15. Police verification:

- 15.1 The Consultant from open market shall be engaged only after verification of antecedent by the Police.

16. Relaxation

- 16.1 The criteria may be relaxed in exceptional cases based on justification in the interest of Government with the approval of Secretary (AYUSH).
