

F.No.10/4/2022-MOP
Government of India
Press Information Bureau
(Departmental Publicity Section)

Shastri Bhawan, New Delhi.

Dated: 17.05.2023

Press Information Bureau invites applications for engagement of 1 (one) Senior Finance Consultant under the 'Media Outreach Programme & Publicity for Special Events (MOP)' component of the Central Sector Scheme "Development Communication & Information Dissemination".

1. SCOPE OF WORK

- i. Preparation of proposals of BE/RE and Final Grant for the sub component of Media Outreach Programme (MOP).
- ii. Monitoring of achievements of physical and financial targets related to MOP activities.
- iii. Implementation of guidelines of MOP activities keeping in view the requirements of PIB Headquarters as well as Regional/Branch offices of PIB.
- iv. Vetting of financial proposals received from the Regional/Branch Offices in connection with the activities under MOP.
- v. Assistance in preparation of tender documents, opening and examination of technical/financial bids and furnishing recommendations thereof.
- vi. Settlement of audit paras related to "Media Outreach Programme".
- vii. Preparation of EFC / various proposals in EFC.
- viii. Parliament Questions/other Parliamentary matters.
- ix. Any other work assigned to him/her by the senior officers.

2. ELIGIBILITY

- i. Candidate should essentially have a Graduation Degree. However, it is desirable that the applicant should be a Post-Graduate.
- ii. Candidate should not have attained the age of 62 years as on closing date of receiving applications. The maximum age limit for engagement is 65 years.
- iii. Retired employees of the Departments/Ministries of the Central Government having in-depth exposure to handling work pertaining to central sector schemes, internal finance and budget related work may apply.

3. REMUNERATION AND ALLOWANCES

- i. A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement in compliance of Department of Expenditure's OM F.No.3-25/2020-E.IIIA dated 9th December, 2020 or a consolidated fee of Rs.56,000/- per month or whichever is less.
- ii. The amount of remuneration so fixed shall remain unchanged for the term of the contract.
- iii. No annual increment/ percentage increase and Dearness Allowance shall be allowed during the term of contract. Consultants shall not be entitled to any kind of allowance (other than Transport Allowance) or accommodation facility. However, should he/she require travelling inside the country in connection with the official work of the Department, TA/DA admissible to a regular employee of the same grade he/she retired from will be paid to him/her after obtaining approval of the competent authority.

4. PERIOD OF ENGAGEMENT

Initial period of engagement shall be for one year extendable by another year at a time, subject to satisfactory performance and professional requirement of the Department.

5. SELECTION PROCEDURE

- i. The selection of Consultant is based on interview by a Screening-cum-Selection Committee duly constituted by the Pr.DG, PIB for this purpose. The candidates, meeting the eligibility criteria and shortlisted by the Screening-cum-Selection Committee, shall be called for interview. The applications will be shortlisted on the basis of experience and qualification of applicants.
- ii. All the members of the Committee will separately assign the marks (out of 10) to interviewed candidates. Candidates securing highest marks out of the total (the sum of marks assigned by each member of the Screening-cum-Selection Committee) shall be recommended by the Committee for engagement. The decision of the Screening-cum-Selection Committee shall be final.

6. OFFICE/WORKING HOURS

- i. Working hours shall be from 9.30 a.m. to 6.00 p.m. during working days including half an hour lunch break in between. However, in exigencies of work, the consultant may be required to sit late and may be called on Saturdays/Sundays and other Gazetted Holidays.
- ii. Consultant will be required to mark his/her attendance in Biometric Attendance System (BAS) or any other system as prescribed from time to time. Monthly remuneration will be calculated on the basis of BAS report and other conditions.

7. LEAVE OF ABSENCE

- i. The Consultant shall be entitled for the paid leave at the rate of 1.5 days for each completed calendar month of engagement calculated on pro-rata basis. No remuneration for the period of absence in excess of admissible leave will be paid to the consultant.
- ii. Accumulation of leave beyond calendar year shall not be allowed. Un-availed leave cannot be carried forward nor encashed on extension of tenure or on termination of engagement.
- iii. In special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid.

8. GENERAL CONDITIONS

- i. Tax Deduction at Source (TDS): TDS as admissible shall be deducted from the monthly remuneration of Consultant. A TDS certificate shall be issued by the concerned DDO on demand.
- ii. Retired Central Government official engaged as Consultant shall continue to draw pension and Dearness Relief thereon during the period of his engagement as Consultant.
- iii. The appointment of Consultant is temporary (non-official) in nature against the specific jobs or against identified vacancies.
- iv. The selected candidate shall be allowed to join as Consultant upon submitting an undertaking towards acceptance of the terms and conditions as mentioned in the offer of engagement.

9. CONFIDENTIALITY AND INTEGRITY

- i. Intellectual Property Rights (IPR) of all information/data collected as well as deliverables produced for the Department shall remain with the Department.
- ii. Consultant shall not, directly or indirectly, communicate or reveal to any person or persons any matter/information collected for the purpose of his/her assignment or during the course of his/her assignment, without the express written consent of the office.
- iii. Consultant shall not represent or give opinion or advice in any matter which is adverse to the interest of this Office. The engagement of Consultant shall be on full-time basis and He/She shall not be permitted to take up any other assignment during his period of engagement.

10. TERMINATION OF ENGAGEMENT

- i. The engagement of consultant shall be purely on temporary basis and they will not be entitled for any benefit/compensation/ absorption/regularization of service in the Department.

- ii. The Department may terminate the engagement of Consultant on the following conditions:
- a) The consultant is unable to address the assigned work.
 - b) The Quality of work is not to the satisfaction of the Department.
 - c) The consultant fails in timely achievement of the milestones as decided by the Department.
 - d) The consultant is found lacking in honesty and integrity.
- iii. The engagement of Consultant can be terminated by this Bureau at any time without assigning any reason thereof. However, the consultant shall give one month's advance notice before resigning from the engagement. Failing to serve one months' notice may result in forfeiture of one months' payment of remuneration.
- iv. The consultant shall be bound to hand-over the entire set of records of assignment to this Bureau before the expiry of the contract. The consultant shall hand over his/her identity card/pass and all office equipment, etc. if any, to the Department and submit a No Demand Certificate before the final payment is released by the Department.

11. OTHER CONDITIONS

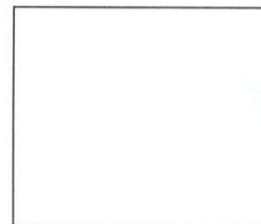
- i. Press Information Bureau shall not be responsible for any loss, accident, damage, or injury suffered by the individual arising out of execution of his/her official duty.
- ii. This Bureau has the right to cancel the advertisement, and not go for engagement of Consultant, at any stage. It may accept or reject any or all applications, without giving any reasons thereof, whatsoever.

12. HOW TO APPLY

Eligible candidates may send their applications, duly filled in, as per the proforma prescribed at **Annexure-I**, to Dy. Director (Cord.), Room No.712, 7th Floor, Press Information Bureau, Shastri Bhawan, New Delhi – 110001 or by e-mail at sfc.pib2023@gmail.com latest by 31.05.2023. Further, the applicant shall submit an undertaking with the application as per the proforma prescribed at **Annexure-II**. The applications received after the prescribed date shall not be entertained.

13. REVIEW OF GUIDELINES

This Bureau has the right to review these guidelines as and when the circumstances so warrant, with the approval of the Pr.DG, PIB.

APPLICATION PROFORMA

(Affix passport size photo above
& Sign it across)

S.No.	Particulars	
1.	Name of the Applicant	
2.	Name of Father/Husband	
3.	Date of Birth	
4.	Aadhar Number & PAN	
5.	Residential Address	
6.	Permanent Address	
7.	Mobile Number	
8.	E-mail address	
9.	Education Qualification	
10.	Details about past employment.	
(a)	Name of Organisation	
(b)	Nature of Organisation Central Government Autonomous Body Central Government Undertaking.	
(c)	Post held at the time of retirement	
(d)	Pay Scale at the time of retirement	
11.	Details of Work experience	

DECLARATION

I _____, hereby declare that all statements made in this application (Annexure-I) are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being false or incorrect or ineligibility being detected before or after the interview, my candidature for engagement is liable to be cancelled / terminated. I am aware that if I contravene any Rule, my application will be rejected summarily by the Department.

I further declare that I fulfil all the conditions of eligibility prescribed for engagement.

Date:

Place:

Signature of the Candidate

Full name

Address: