

A-12011/2/2016-HR  
Government of India  
Ministry of Micro Small and Medium Enterprises

Udyog Bhawan, New Delhi  
Dated 02<sup>nd</sup> August, 2019

**OFFICE MEMORANDUM**

**Subject:- Engagement of three young professionals, one consultant and two senior consultant in the Ministry of MSME.**

Ministry of Micro, Small and Medium Enterprises proposes to engage services of three Young Professional, one Consultant and two Senior Consultants. The engagement of Young Professionals, Consultant and Senior Consultants in Ministry of Micro, Small and Medium Enterprises be regulated as per the following guidelines:-

**1. General Conditions for engaging Young Professionals, Consultants and Senior Consultants:-**

Young Professionals, Consultants and Senior Consultants would be engaged for a fixed period for providing high quality services or for attending to specific and time-bound jobs. They will not be engaged for routine day to day work.

Only persons with requisite qualification and experience as prescribed would be hired as Young Professionals, Consultants and Senior Consultants.

The appointment of these Young Professionals, Consultants and Senior 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 Ministry of MSME. These appointments are of temporary (non-official) nature and the appointment can be cancelled at any time without assigning any reason.

**2. The qualification, age limit and remuneration for each of the category are given in the table below:-**

Category	Qualification	Age@	Remuneration
Young Professional	Master's degree in Economics/Finance or MBA or LLB or B. Tech.	Not exceeding 35 Yrs.	Rs. 40,000/- with 10% annual increase
Consultant	Master's degree in Economics/Finance or MBA or LLB or B. Tech with minimum three years of Post-Qualification experience.	Not exceeding 50 Yrs.	Rs. 60,000/- with 10% annual increase

Senior Consultant	Ph. D Degree in Economics, Finance, Management/LLB/LLM with minimum 5 years of experience post-Qualification	Not exceeding 64 Yrs.	Rs. 80,000/- with 10% annual increase (depending on the Experience/Qualification)
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© Relaxation in deserving cases may be considered by the Selection/Evaluation Committee.

**Work Experience:** The broad Work Experience will be based on the functional areas assigned to Ministry of MSME. Preference will be given to persons with work experience in the relevant field supported by published work/policy papers/ appraisal /monitoring or projects & schemes etc.

**Other Attributes:** Candidates should have good working knowledge of technology based skills on the computer. They should also possess strong communication and interpersonal skill.

**Rotation:** Depending on the requirements of Ministry of MSME and candidate's personal skills, can be rotated to other divisions within the Ministry.

**Place of Posting:** The place of posting will be Delhi.

3. **Tenure of appointment**- The maximum continuous tenure of a Consultant in any category would be two years.

4. **Leave**:- Consultants shall be eligible for 8 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 8 days in a year (calculated on a pro-rata basis). Also unavailed leave in a calendar year cannot be carried forward to next calendar year.

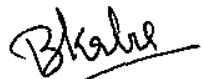
5. **TA/DA**:- No TA/DA shall be admissible for joining the assignment or on its completion.

6. **Other Allowances**:- No other facilities like DA, accommodation, residential phone, conveyance/transport, foreign travel, personal staff, medical reimbursement etc. would be admissible to Consultants.

7. The Consultant may not, except with the previous sanction of Ministry of MSME in the bonafide discharge of his duties, publish a book or a compilation of articles or participate in a radio broadcast or contribute an article or write a letter to any newspaper or periodical, either in his own name or anonymously or pseudonymous in the name of any other person, if such book, article, broadcast, uses any information that he may gather as part of this consultancy, without the prior approval of the Ministry of MSME.

8. During the period of assignment with Ministry of Micro Small and Medium Enterprises, the Consultants would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him during the period of his assignment to anyone who is not authorized to know/ have the same.
9. The Ministry shall not be responsible for any loss, accident, damages/injury suffered by him/her whatsoever arising in or out of the execution of his/her work, including travel.
10. The contract can be terminated by either side by giving notice for a period of one month.
11. Interested candidates may send their application by email at [hrsectmsme@nic.in](mailto:hrsectmsme@nic.in) within 15 days from date of issue of this circular

Yours faithfully,



(Bhaskar Kalra)  
Under Secretary to Government of India  
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