

No. A-41011/1/2020-Estt.-CPC
Government of India
Ministry of Chemicals & Fertilizers
Department of Chemicals and Petrochemicals

Shastri Bhawan, New Delhi
Dated: 2nd March, 2022

VACANCY CIRCULAR

Sub: Engagement of Consultants on contract basis for Investment Promotion/Project Development and Chemical Disaster & Accident Management Cells in the Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers-reg.

It is proposed to engage the following Consultants for Investment Promotion/Project Development Cell and the Chemicals Disaster & Accident Management Cell of the Department on contract basis in the Department of Chemicals and Petrochemicals to attend to specific types of work:-

| S No | Designation and number of Post | Job role | Remuneration (Rs. Per month) | Scope of work/ Essential Qualification and Work Experiences |
|------|--------------------------------|---|------------------------------|---|
| 1 | 2 | 3 | 4 | 5 |
| 1. | Senior Consultant (One) | Head- Project Development cell | 2 lakh | Annexure- I & V |
| 2. | Middle Level Consultants (Two) | Investment Promotion Consultant | 1.4 lakh | Annexure- II & V |
| | | Head-Chemical Disaster & Accident Management Cell | 1.4 lakh | Annexure- III & V |
| 3. | Consultant (Two) | Consultant – Investment Promotion | 85000/- | Annexure- IV & V |
| | | Consultant – Chemical Disaster | 85000/- | |

General Conditions of Service for all appointees:

2. **Age Limit:** Normally, the maximum age limit for all categories of Consultants will be 55 years. Engagement/extension of tenure of a Consultant beyond 55 years could be considered with the approval of Secretary (C&PC) keeping in view his good health appropriate for the work and level of expertise. However, no Consultant shall be engaged or his tenure shall not be extended beyond 60 years.

3. Tenure and Nature of engagement:

Initially for 3 years extendable upto a maximum of 4 years depending on the requirements and at the sole discretion of the Govt. The appointment of Consultants is of temporary (non-official) nature and 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 Department of C&PC.

4. Working Hours: Working hours shall normally be from 9.00 AM to 5.30 PM during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to work late hours and he/she may be called on Saturday/Sunday and other Gazetted holidays. No extra remuneration shall be allowed/paid.

5. Attendance: Shall be compulsorily required to enrol himself in the Aadhar based Biometric Attendance System (BAS). Attendance registered by the staff in the BAS shall be taken as proof of their attendance in the office.

6. Leave: Consultants shall be eligible for 18 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 18 days in a Year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year. The Ministry would be free to terminate the services in case of absence of a Consultant by more than 15 days beyond the entitled leave in a calendar year.

7. TA/DA: No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of Consultants for official purpose shall not be permitted. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work after approval of Joint Secretary concerned.

8. Additional Assignments: In addition to the duties as assigned, the competent authority reserves the right to assign any duty as and when required. No extra/additional allowance will be admissible in case of such assignment.

9. No Additional Benefits: Consultants shall not be entitled to any benefit like Provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to a Government Servant appointed on regular basis.

10. Untoward Incident: Department will not be responsible if there is any mishappening/untoward incident etc. inside or outside the Department.

11. No Preference for Regular Appointments: Consultants will not be granted any claim or right or preference for regular appointment to any post in the Government.

12. Penalty for Incorrect Declaration: If any declaration given or information furnished by any Consultant proves to be false or if he/she is found to have willfully suppressed any material information, he /she will be

liable for removal from such contract and also such other action as the Government may deem necessary.

13. **Termination of Services:** The services of a consultant may be terminated at any time by the Government or by the consultant without assigning any reason by giving advance notice of three months. The decision of the Department of Chemicals and Petrochemicals shall be final in all respects.

14. **Mode of Selection:** Selection of the Candidates will be done by a committee to be headed by an officer not below the rank of Joint Secretary. For assessing the suitability and merit of the candidates the Committee is free to prescribe its own mode such as written test, group discussion, interview including combination of any of these.

15. Interested Candidate may submit their application and **in the Google link given here**
https://docs.google.com/forms/d/e/1FAIpQLSc3thEb7VejLtxLKgcoGoBq_ACWKjslUq8yH7_pTOSw2xinlg/viewform also send a pdf copy of the same along with all supporting documents duly self-attested to satender.p@nic.in within 21 days from publication of this vacancy in the Employment News.

(Satender Prasad)

Under Secretary to the Govt. of India

Tele: 23386013

To

- 1) All Ministries/Departments of the Government of India.
- 2) All Universities / Recognized Research Institutions.
- 3) NIC, D/o C&PC for uploading this OM on the website.

ANNEXURE – I: SENIOR CONSULTANT

[Head - Project Development Cell] (1)

Scope of Work: To coordinate all the activities of the Investment Promotion Cell and shall be responsible to the Joint Secretary heading the Investment Promotion activities in the Department. He will identify potential chemical and petrochemical projects of national importance to transform India into a global chemicals hub, develop pre-feasibility reports for such projects, prepare pipeline of bankable projects, present/market them before prospective investors, work closely with state governments and investors to ground them. He shall be responsible to the concerned Joint Secretary and will be supported by suitable middle level consultants.

Essential Qualifications: A graduate preferably in chemicals and / or petrochemicals engineering and a post graduate with MBA from reputed institutions. He should have multi-disciplinary expertise covering deep understanding of the chemicals industry, growth potentials, global investment climate, etc.

Essential Work Experience: He must have at least 7 years' experience of working in similar capacity in related industry or consulting firms of repute in the areas of investment promotion, project development, techno-economic prefeasibility, financial closure, etc.

ANNEXURE –II: MIDDLE LEVEL CONSULTANT

[INVESTMENT PROMOTION CONSULTANT (1)]

Scope of Work: Work in close coordination with chemicals and petrochemicals industry consultant and the state governments during development of shelf of projects for products as well as infrastructure and shall strive to attract investors for grounding these projects.

Essential Qualifications: A graduate preferably in chemicals and / or petrochemicals engineering and a post graduate with MBA from reputed institutions.

Essential Work Experience: He must have at least 4 years' experience of working in the areas of investment promotion, project evaluation and financing, venture capital investments, financial consulting, financial closure etc. preferably in chemicals and petrochemicals industry.

ANNEXURE – III: MIDDLE LEVEL CONSULTANT

[HEAD-CHEMICAL DISASTER & ACCIDENT MANAGEMENT CELL (1)]

Scope of Work: He should support the industry in ensuring accident preparedness, coordinate with various regulators and chemical industrial clusters for obtaining information from the units where accidents have taken place. He should be heading the control room in the Department for handling all emergencies and accidents in the chemicals and petrochemicals industry.

Essential Qualifications: A graduate in chemicals and / or petrochemicals engineering and a post graduate preferably in industrial safety, chemical accident preparedness and management, environment management, etc.

Essential Work Experience: He must have at least 6 years' experience of working in the areas of factory safety, hazard and risk management, etc. preferably in chemicals and petrochemicals industry. He should be aware of the Government Acts/ Rules/ Regulations/ Orders especially with reference to safety of chemical plants, accident preparedness, post-accident remediation and relief measures etc.

ANNEXURE –IV: CONSULTANT (02)

[CONSULTANT - INVESTMENT PROMOTION (1);

CONSULTANT – CHEMICAL DISASTER (1)]

Scope of Work: Consulting assistants would be required to assist the above consultants.

Essential Qualifications: Graduate in chemicals and / or petrochemicals engineering and preferably a post graduate in engineering.

Essential Work Experience: He must have at least 1 years' experience of working preferably in chemicals and petrochemicals industry or related field.

ANNEXURE-V

Proforma for Qualification and Work Experience

1. Name: _____

Educational Qualification (starting from the highest to graduation)

| Sl no | Edu. Qualification (Degree onwards) | Main Subjects | Name of Institution | Marks (in %) |
|-------|--|------------------|---------------------|-----------------|
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Work Experience (starting from the latest)

| Sl no | Position Held | Duration dd.mm.yyyy to dd.mm.yyyy | Specific Role (In one Sentence) | Name of Employer | Description of Experience including any work worthy of mention (not more than 50 words) |
|-------|---------------|---|------------------------------------|---------------------|---|
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