

**Export Inspection Council
(Ministry of Commerce & Industry, Govt. of India)
2nd Floor, B-Plate, Block-1, Commercial Complex, East Kidwai Nagar,
New Delhi – 110023**

Circular

Extension of last date up to 15-07-2024: Application for Consultants

In reference to the advertisement dated 18-06-2024, the last date for submission of applications for engagement of retired Central Government Officers as Consultants in the Export Inspection Council (EIC), New Delhi & Export Inspection Agencies (EIAs) located at Delhi, Mumbai, Chennai and Kolkata has been extended up to 15-07-2024, 17.00 hrs. All other terms and conditions of the advertisement including eligibility criteria, age limit, etc. shall remain unchanged.

Deputy Director (Admin.)

Export Inspection Council
(Ministry of Commerce & Industry, Govt. of India)
2nd Floor, B-Plate, Block-1, Commercial Complex, East Kidwai Nagar,
New Delhi – 110023

Dated: 18.06.2024

Circular

Subject: Engagement of retired Central Government Officers as Consultant (Consultant-I) in the Export Inspection Council (EIC), New Delhi & Export Inspection Agencies (EIAs) located at Delhi, Mumbai, Chennai and Kolkata – regarding.

The Export Inspection Council invites applications from willing and eligible retired government employees for their engagement as Consultants on Purely Contractual basis in EIC & EIAs against the following posts:

Sr. No.	Name of Post	Location	Number of consultants to be engaged	Applicants retired from post
1	Consultant-I	EIC, New Delhi	3	Deputy Secretary/ Under Secretary or its equivalent retired from Central Govt., Central Govt. Bodies & Autonomous Bodies etc.
		EIA-Delhi	1	
		EIA-Mumbai	1	
		EIA-Kolkata	1	
		EIA-Chennai	1	

Note- The number of consultants may vary as per the requirement.

2. The engagement shall be initially for a period of one year, which may be extended or curtailed as per the requirement and satisfactory performance of the Consultant. The term of appointment shall not be extended beyond 5 years after superannuation. The job location shall be in Export Inspection Council, New Delhi & EIAs located at New Delhi, Mumbai, Chennai and Kolkata.
3. The terms & conditions for engagement of such consultants viz. remuneration, eligibility, leave, working hours etc. shall be regulated by the Department of Expenditure's O.M. No. 3-25/2020-E.IIIA dated 09.12.2020.
4. The Export Inspection Council reserves the right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever.
5. The retired government servant engaged as Consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Consultant. The engagement as Consultant shall not be considered as a case of re-employment.
6. The interested persons must submit their application in the prescribed format **(Annexure-I)** as enclosed herewith to:-

The Director (I&QC),
Export Inspection Council, (Ministry of Commerce & Industry, Govt. of India),
2nd Floor, B-Plate, Block-1, Commercial Complex,
East Kidwai Nagar, New Delhi – 110023.

The same can also be sent through e-mail to eic@eicindia.gov.in followed by hard copy within the stipulated time.

7. The last date for receipt of application, in the prescribed format is 02.07.2024 upto 05:00PM. Applications received after due date/time and without supporting documents will not be considered.

Terms and Conditions

1. Eligibility:

- 1.1 The applicant should not have attained the age of 63 years on the closing date of application and should be in good health for discharging his/her official duties effectively.
- 1.2 The applicant should have fair knowledge of computer applications such as MS Word, MS Excel and MS Power Point etc.
- 1.3 The applicant should have substantive knowledge in Establishment, Pension, Recruitment, Promotion, MACP, Recruitment Rules, Roaster, Seniority list & Accounts etc and well versed with the Government of India Procedures and Rules.
- 1.4 The Applicant should maintain the punctuality. The office timing is 09:30 hrs to 18:00 hrs. However, may require to work late depending upon work exigencies.
- 1.5 The applicant should have expertise in office procedure, etc.

2. Engagement:

- 2.1 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Department.

3. Working Hours and Leave:

- 3.1 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 exigencies of work.
- 3.2 They shall mark their attendance in AEBAS mandatorily and failing which may result in deduction of remuneration.
- 3.3 Paid leave of absence may be allowed at the rate of 1.5 day for each completed month of service. Accumulation of leave beyond a Calender year may not be allowed.

4. Remuneration & Tax Deduction at Source:

- 4.1 The terms & conditions for engagement of such consultants viz. remuneration, Eligibility, Leave, working hours etc. shall be regulated by the Department of Expenditure's O.M.No. 3-25/2020-E.IIIA dated 09.12.2020.

The amount of remuneration so fixed shall remain unchanged for the term of contract. Release of monthly remuneration is subject to production/submission of satisfactory performance certificate from the concerned controlling officer.

4.2 The income Tax or any other tax will be deducted at source as per Government instructions.

5 Confidentiality of data and documents:

5.2 The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the organization shall remain with the organization.

5.3 No one 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 his assignment or during the course of assignment for the organization without the express written consent of the organization.

5.4 The Consultant would be required to sign a non-disclosure undertaking as per Annexure – II.

6 Conflict of Interest

6.2 The Consultant shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the organization nor will he indulge in any activity outside the terms of the contractual assignment.

6.3 The Consultant shall not claim any benefit/compensation/absorption /regularization of service with this organization.

7 Termination of Agreement:

The organization may terminate the contract to which these terms apply, if:-

- (i) The Consultant is unable to address the assigned work.
- (ii) Quality of the assigned work is not to the satisfaction of the Controlling Officer/Competent Authority in the organization.
- (iii) The consultant is found lacking in honesty and integrity.
- (iv) The Competent Authority in the organization may also terminate the contract at any time without giving any notice and also without assigning any reason.

Annexure-I

Application for engagement as Consultant on contract basis in Export Council (EIC) New Delhi & EIAs w.r.t. the Circular dated 18.06.2024. Inspection

Name	
Mother's/Father's/Husband's Name	
Date of birth	
Address for Correspondence	
Permanent Address	
Contact No./Mob. No.	
Email ID	
Education Qualification (s)	
Details of Experience to be appended as " APPENDIX "	
Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO	
Special Achievement (if any) along with supporting documents.	
Any other relevant information (use a separate sheet, if necessary)	

The information furnished above is true. I have carefully read and terms and conditions mentioned in Annexure-I and they are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

Date:

Signature of the Applicant

APPENDIX

Details of experience

Period	Name of Office/ Organization	Post, Remuneration or Pay Band with Grade Pay/Level Matrix, if applicable	Description of duties performed

Name/Signature:- _____

NON-DISCLOSURE UNDERTAKING

To,

The Director (I&QC)
Export Inspection Council
New Delhi

Sir,

I hereby undertake

- To treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
 - Not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
 - To hold such confidential information in trust and confidence both during and after the terms of my engagement.
 - Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with Export Inspection Council /EIAs which would otherwise conflict with my obligations towards Export Inspection Council/EIAs.
 - To abide by data security policy and related guidelines issued by Export Inspection Council.
 - Not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
 - To maintain highest standards of ethics & integrity during the period of engagement as Consultant.
2. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to the Department any records/material, equipment, documents or data which is of confidential nature.
 3. I shall keep Export Inspection Council/EIAs informed of any change in my address or contact details during the period of my engagement.
 4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
 5. For the purpose of this undertaking, Confidential Information means any such information received from any source, whether in physical electronic or in digital format.

Yours faithfully,

(Signature)

Name _____

Address /No. _____

Dated: _____