

No.40011/05/2023-Ad.VII
[300585058]
Government of India
Ministry of Finance
Department of Economic Affairs
(Administration Division)

263C, North Block, New Delhi
Dated the 3rd August, 2023

OFFICE MEMORANDUM

Subject: Revised procedure and guidelines for engagement of YPs and Consultants in Department of Economic Affairs – reg.

The undersigned is directed to refer to this Department's OM No. A-40011/27/2020-Ad.IIA dated the 20th May, 2021 & 20th January, 2022 wherein the guidelines for engaging Young Professionals (YPs) and Consultants in DEA had been prescribed and to state that the Guidelines for said engagement has now been revised.

2. The engagement of YPs and Consultants in the Department shall henceforth be regulated in accordance with the revised Guidelines (enclosed herewith at Annexure I).

3. This issues with the approval of Competent Authority.

Encl: As above. ✓



(Sunil Kumar Gupta)
Under Secretary to the Govt. of India
Tele: 2309 5256

To
All Divisions of DEA (through KMS Portal)

Copy to:

1. Office of Secretary (EA), North Block, New Delhi
2. Office of AS & FA (Finance), North Block, New Delhi.
3. Adviser (Admin), DEA, North Block, New Delhi

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Annexure I
(F. No.40011/05/2023-Ad.VII)

Guidelines for engagement of YP & Consultants in DEA.

1. General Condition for Engaging Consultants:

- a. Professionals would be engaged for a fixed period for providing high quality services or for attending to specific and time- bound jobs of user Divisions. Professionals would not be engaged for routine day to day work.
- b. The engagement of Professionals shall be on full-time basis and they shall not be permitted to take up any other assignment during the period of consultancy with the DEA. The engagement of a Professional is of temporary (non-official) nature and it can be cancelled at any time without assigning any reason.

2. Qualifications and remuneration:

- a. The Professionals are classified into Four (4) Categories. The Qualification, age limit, experience required and remuneration for each of the category is given in the table below:-

S No	Category	Experience in years	Upper entry age	Essential qualification	Remuneration (in Rs)
1	Young Professional	1+	30 Years	Master's degree in Economics/Finance/IT/Computer Science) or MBA(Finance) or LLM	70,000 /-
2	Consultants	3 to 5	35 Years		1,00,000 /-
3	Senior Consultant	5 to 9	40 Years		1,20,000 /-
4	Special Assignment Consultants	9 +	45 Years	For specific work for a specific period, with relevant qualification with the approval of Secretary (EA)	1,50,000 /-

* Income tax shall be deducted at source along with any other relevant taxes or cess etc., as applicable, at the time of payment of salary.

- b. Persons with additional qualifications research experience published papers and post qualification experience in the relevant field would be preferred
- c. For the post of Consultant, research experience while doing PhD will also be counted as post qualification experience.

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3. **Procedure:**

- a. Each Division desiring to hire YP/Consultant shall submit their requirement to the Administration Division indicating clear Terms of Reference and scope of work for each Consultant/YP along with number of YPs and Consultants required along with a certificate that in-house expertise for the job is not available with the Division and the Consultants/YPs proposed are not required for routine work. In the scope of work/ToR, each Division shall clearly indicate the specific assignment/time bound jobs, terms of reference for the work and outputs in the format prescribed in the Annexure-I. The details should be within the frame work of provisions contained in GFR 2017, Manual of Policies & Procedure for Employment of Consultants 2006 and Manual for Procurement of Consultancy and Other Services 2017.
- b. Such information will be submitted to Administration Division by each Division desirous to hire Consultants/YPs on half yearly basis i.e. in the month of May/June and December of every year.
- c. The Administration Division based on the vacancies will invite applications twice a year in the months of June and January, for the available slots (including those likely to be available in next six months) and place the same on website of the Department maximum upto 30 days. A short advertisement in a leading English and Hindi newspaper will also be issued whereby applicants will be advised to look for the details on Department's website.
- d. A copy of the vacancy circular shall also be sent to reputed Economics/Financial Institutes of learning such as Delhi School of Economics, FMS, IIMs, NLU, NALSAR, other leading Universities, etc.
- e. Email shall be the sole mode of communication between candidates and Department. Applications not mentioning e-mail id shall be rejected.
- f. Consent to offer of engagement shall be given within 10 days of the e-mail.
- g. A maximum of 30 days shall be given for joining from the date of e-mailing offer of engagement letter. However, in exceptional cases, Divisional Head of Admin Division, in consultation with concerned Division, may allow extension of joining period beyond 30 days.
- h. Selection of consultants on nomination basis will be considered only in cases of exceptional/emergent situations as per the Provisions of Rule 194 of GFR 2017 and relevant provisions of manuals indicated above.

4. **Selection Committee:**

- a. Scrutiny of applications w.r.t eligibility criteria mentioned in para(s) above will be done by the User Division as per their requirement.

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- b. A Screening Committee headed by the Divisional Head of the concerned User Division will list out all eligible candidates for the Division as per suitability of a candidate. The Screening Committee will shortlist upto 6 times the number of vacancies for each position.
- c. The list of shortlisted candidates shall be communicated to Admin division which will issue letters to the shortlisted candidates for personal interaction/interview.
- d. Besides the Divisional Head of Admin Division. The Selection Committee shall consist of the following:
 - i. Additional Secretary or Divisional Head of User Division (Chair)
 - ii. Expert(s) for each type of expertise/work nominated by the User Division.
 - iii. Director / Deputy Secretary (Admin.VII) (Member Secretary)
- e. The Selection Committee will devise its own mechanism for selection and give marks/score to each candidate interviewed. While submitting its report, the Committee will clearly bring out the procedure/mechanism adopted and marks/score given.
- f. The selection would be done on the basis of the marks given in by the Selection Committee. The Committee should also indicate the reserve panel (of minimum 2 candidates for each post) in each interview. Administration will draw the merit list on the basis of marks given by the Selection Committee.
- g. The approval of competent authority will be taken on the final merit list and accordingly offers will be made. Administration may also form panel from reserve candidates of all the Divisions for future slots. Such panel shall be valid for a year.
- h. Competent Authority shall have right to reject/select any candidate for the reasons to be recorded in writing.
- i. Minimum time of 07 days shall be given to candidates to appear for interviews / personal interaction.

5. Tenure of Appointment & Promotion:

- a. The Maximum continuous tenure of a Young Professional / Consultant would be 3 years (1+1+1) (subject to performance and presence of the professional in the Division concerned being highly useful). However, a Young Professional, if selected as Consultant, can work for further 3 years.

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- b. The maximum period of engagement of an YP/Consultant will not exceed 5 years (aggregating all engagements in DEA).
- c. As the posts are temporary in nature and purely contractual, in no case any request for promotion of a candidate from YP to Consultant (or for other categories) shall be entertained. YPs/ Consultant already working may apply afresh in response of advertisement for higher grade (if otherwise qualified) and if found suitable can be selected as Consultants as per prescribed procedures.
- d. Contract for hiring of Consultant/YP will be only for one year. Fresh contract will have to be signed for further continuation/ extension. While considering continuation / extension, performance appraisal shall be invariably taken into consideration and fresh assessment of requirement beyond one year on the basis of scope of work and ToR will be carried out in consultation with the Division concerned.

6. **Maximum number of positions:**

- a. Maximum number of Consultants and Young Professionals for the Department shall be as follows:

SNo	Type	Revised strength	Remuneration (in Rs)
1	Young Professional	30	70,000 /-
2	Consultants	26	1,00,000 /-
3	Senior Consultant	1	1,20,000 /-
4	Special Assignment Consultants	0	1,50,000 /-
Total		57	

- b. The inter se strength of YPs/Consultants will be varied based on need from time to time with approval of Secretary (EA) subject to total of YPs and Consultants not exceeding the approved total limits.
- c. Requirement of each position has to be justified for specific scope of work. It would not be necessary to fill the maximum slots if the competent authority concludes that less numbers of Consultants/YPs are required based on the projections/objective assessment of requirement of respective Divisions. Division may prefer to seek YPs in place of Consultants in order to ensure economy in hiring while vice-versa will not be allowed.

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7. **Fixed Remuneration:**

- a. Any appointment of Consultants/ Young Professionals would be on fixed remuneration for specified time period. The existing Consultants/ Young Professionals will also not be granted any increase in remuneration while considering their extension.
- b. Extension of contract shall be subject to performance appraisal by a Committee headed by Divisional Head of Admin Division and with the approval of Secretary (EA).
- c. Contract shall be valid for 1 year and fresh contract shall be signed for continuation/extension every year.

8. **TA/DA:**

- a. No TA/DA shall be admissible for joining the assignment or on its completion.
- b. No TA/DA shall be payable for attending the interviews / personal interaction.
- c. TA/DA will be admissible for official domestic tours, made with prior approval of Secretary (Economic Affairs), user division to do the facilitation. **The TA/DA may be payable to YP/Consultants at par with the entitlement of the officers of level 9 to 11 of pay matrix as per D/o Expenditure OM No. 19030/1/2017-E.IV dated 13.07.2017 and subsequent orders.** (Lines written in bold are subject to concurrence of IFD)

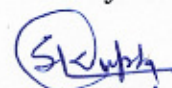
9. **Other Allowances:**

No other facilities/allowance such as Dearness Allowance, accommodation, residential phone/ conveyance/ transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible to the Young Professionals and Consultants.

10. **Attendance & Working days:**

- a. The working hours of the professionals shall be same as regular Government employees working in DEA.
- b. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sundays/ Gazetted holidays. Compensatory leave in such cases shall be at the discretion of the Divisional Head of the concerned division.
- c. The attendance shall be marked in the Aadhar based Biometric system by the YPs and Consultants.

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11. **Leave:**

- a. Young Professionals / Consultants shall be eligible for 8 days leave in a single year of contract.
- b. The leaves shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis.
- c. An YP/Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (Calculated on pro-rata basis).
- d. Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year.
- e. The intervening Saturdays, Sundays or Gazetted holidays during a spell of leave shall not be counted against the 8 leaves.
- f. Benefits of leave are allowed to a woman professional as per instructions of Govt. of India from time to time.

12. **Service Condition:**

- a. The Consultant/YP shall not, except with the previous sanction of Department of Economic Affairs, in the *bona fide* discharge of his duties, publish a book or a compilation of articles or participate in a radio broadcast or representing any private entity in legal or commercial matters 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/YP assignment.
- b. Specific terms of reference with expected outputs/deliverables shall be provided to the Consultant/YP by the Divisional head and a weekly summary report of work will be sent by each Consultant/YP to the Divisional head / reporting officer concerned.
- c. Official (government) e-mail id and access to intranet system can be provided to YPs and Consultants with the approval of the JS of the Division concerned. This will be done in consultation with NIC. The sensitivity and confidentiality of the documents being handled by the Division and the nature of job of the YPs and Consultants will also be kept in view.

13. **Confidentiality and Secrecy:**

- a. During the period of assignment with Department of Economic Affairs, the Young Professionals / Consultant would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge

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any information gathered by them during the period of their assignment to anyone who is not authorized to know the same.

- b. Selected candidates shall provide integrity certificates from 2 references known to them.
- c. A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court is pending against them.
- d. Provide particulars in Special Security Questioner (SSQ) form to enable the Department to conduct IB verification.

14. Termination of Services and requirement of notice:

- a. In case a professional wish to resign from his/her position, he/she shall furnish at least one month's notice period or salary in lieu thereof. Secretary (EA) may waive off the condition for notice period/salary in lieu thereof, in deserving cases.
- b. The Admin Division shall get a written statement from the professionals to ensure shut down of NIC email addresses, passwords granted to other databases etc. within DEA on the date of relieve. Also the Professionals are to submit their official ID card to Administration on last working day.
- c. DEA shall have powers to terminate any number or all the professionals at any time without assigning any reason, with the approval of the Secretary (EA).
- d. Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

15. Existing Young Professional / Consultants:

YPs/ Consultant already working may apply afresh in response of advertisement for higher grade (if otherwise qualified) and if found suitable can be selected as Consultants as per prescribed procedures. Otherwise they will also be governed by the revised guidelines from the date of annual renewal of their agreements.

16. Performance Appraisal:

- a. Performance Report: Performance Appraisal of the Young Professionals/Consultant would be undertaken through Performance Report (PR) in the formal prescribed at Annexure-II. In order to bring objectivity, assessment would be done by the reporting officer of the Division and countersigned by the Head of the Division. The Division shall forward the PR to the Administration Division two month prior to

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completion of term for each year. Thereafter, the PR will be communicated by Administration Division to the concerned Committee for appraisal and recommendations as per (b) below


- b. Performance Appraisal Committee: A Performance Appraisal Committee to be chaired by Divisional Head of Administration with one member at level of DS/Director from the Division other than where the Consultant/YP is posted and Director / DS(Admn) will appraise the work and performance of the Consultant/YP every year and will make recommendation for further continuation/extension or otherwise.
- c. The committee may devise its own procedures based on Performance appraisal of the YPs/Consultants.

17. Approving and Amending Authority:

Any relaxation in the above guidelines would require approval of Secretary (Economic Affairs) and concurrence of Financial Adviser in case where financial angle is involved.

18. The Guidelines are issued with the concurrence of IFD vide Note.85 dated 28.04.2023 and approval of Secretary (EA) vide Note.95 dated 13.05.2023 on eFile#300535859.

These Guidelines shall come into force with immediate effect.


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