

## **Scheme for engagement of Consultants**

The scheme of engagement of **Consultants** in the Institute shall be regulated as per the following guidelines:-

### **1. General Conditions for engaging Consultants: -**

- (i) Professionals / Retired employees from Govt. / autonomous organizations with requisite qualifications and experience as prescribed would be eligible for being engaged as Consultants. However the engagement as Consultant shall not be considered as a case of re-employment.
- (ii) Consultants would be engaged for a fixed period for providing high quality services to the National Institute of Immunology or for attending to specific and time – bound jobs.
- (iii) The appointment of 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 National Institute of Immunology.
- (iv) The appointment of Consultants is of a temporary (non – official) nature and the appointment can be cancelled at any time by the Commission without assigning any reason.

### **2. The engagement of the Consultants may be made in any one of the following three levels based on qualification & experience**

#### **(i) Consultant –I**

- (a) Professionals having Masters Degree in relevant subject or technical qualifications like B.Tech, MBA or equivalent in relevant field/subject. Persons with M. Phil or additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.
- (b) Retired Government employees with (i) Grade pay of Rs. 5400 and above & (ii) at least 7 years experience in the required domain field would also be eligible for this position.

#### **(ii) Consultant-II**

- (a) Professionals having a Ph.D degree in relevant subject and minimum post qualification experience of 6 years in the requisite field.
- (b) Retired Government employees with (i) Grade pay of Rs. 6600/- and above & (ii) at least 12 years experience in the required domain field would also be eligible for this position.

#### **(iii) Consultant -III**

- (a) This would consist of professional having a Ph.D degree in relevant subject and minimum post qualification experience of 20 years in the requisite field. They should have high competency and established peer reputation.
- (b) Retired Government employees with (i) Grade pay of Rs 10,000/- and above & (ii) at least 25 years experience in the required domain field would also be eligible for this position.

3. **Period of engagement:** - The initial term of appointment and subsequent extension (s) if any, shall be decided on case to case basis depending upon the specific job and the time frame for its completion.

4. **Procedure**

- (a) Procedure to be followed for selecting candidates for engagement as Consultants at any of the three levels shall be within the framework of provisions contained in:-
- (i) Chapter VI, Procurement of services Rule 163,165,166,170,176 & 177, of GFR 2005.
- (ii) Chapter VII, Selection of Individual Consultants para 1.2.1, 7.1 & 7.2) of Manual of Policies and Procedure of Employment of Consultants.
- (b) Based on their requirement, the Institute will prepare an advertisement for inviting applications for engagement of Consultants and place the same on website of the Institute and also at least in one national newspaper.
- (c) All the applications received in response to the advertisement will be scrutinized / shortlisted by a suitable Committee constituted for the purpose. Thereafter a Selection Committee will recommend a panel of candidates for selection. The Screening & Selection Committees will be constituted by the Director.
- (d) The selected candidate will be required to execute an Agreement with the Institute.

5. **Entitlements of all three categories of consultants**

**Fee and Local Conveyance:-** The maximum amount of monthly consolidated fee and Local Conveyance payable to different categories of Consultants shall be as under:-

<b><u>Consultant- I</u></b>	Upto Rs. 50,000/- depending upon educational qualification and experience Plus Rs. 1,500/- p.m. as local conveyance.
<b><u>Consultant- II</u></b>	Upto Rs. 1,00,000/- depending upon educational qualification and experience plus Rs. 3000/- p.m. as local conveyance.
<b><u>Consultant -III</u></b>	Upto Rs. 1,50,000/- depending upon educational qualification and experience. No change is proposed in local conveyance rates plus Rs. 10,000/- as local conveyance

The amount of fee in the case of retired Government official's appointment as **Consultants** in any of the three categories shall be fixed at the last pay drawn plus DA at rate prevailing on the date of appointment as Consultant less basic pension / pension equivalent of employer's contribution to CPF.

**Allowance:** - The Consultants shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement etc. However, they will be entitled for local conveyance as per the rates prescribed above. Consultant – III would also be entitled for residential telephone facility. The maximum reimbursable amount in their case would be Rs. 2,800/- per month. Senior Consultants would also be provided with one personal staff from outsourced category subject to availability.

**Leave:** - Consultants shall be eligible for 12 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 12 days in a Year Calculated on a pro-rata basis. Also unveiled leave in a calendar year cannot be carried forward to next calendar year.

**TA/DA:-** No TA/DA shall be admissible for joining the assignment or on its completion Consultants will not be allowed foreign travel at Government expenses. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work.

**Library Facility:-** The Consultants shall have access to the National Institute of Immunology Library during the period of their engagement and shall be allowed to borrow books as per the Library Rules.

### **Composition of the Selection Committees for Engagement of Consultants**

#### **Consultant- I**

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|----|---|-------------------------|
| 1. | Director or his/her nominee from outside the Institute          | <b>Chairman</b>         |
| 2. | Senior faculty member to be nominated by the Director           | <b>Member</b>           |
| 3. | One outside expert to be nominated <sup>@</sup> by the Director | <b>Member</b>           |
| 4. | Senior Manager  | <b>Member</b>           |
| 5. | Manager (A & E)   | <b>Member-Secretary</b> |

#### **Consultant- II**

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|----|--|-------------------------|
| 1. | Director or his/her nominee from outside the Institute           | <b>Chairman</b>         |
| 2. | Senior Faculty member to be nominated by the Director            | <b>Member</b>           |
| 3. | Two outside experts to be nominated <sup>@</sup> by the Director | <b>Member</b>           |
| 4. | Senior Manager   | <b>Member-Secretary</b> |

#### **Consultant- III**

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|----|--|-------------------------|
| 1. | Director or his/her nominee from outside the Institute       | <b>Chairman</b>         |
| 2. | Senior Faculty member to be nominated by the Director        | <b>Member</b>           |
| 3. | Two outside experts to be nominated <sup>@</sup> by Director | <b>Member</b>           |
| 4. | Senior Manager   | <b>Member-Secretary</b> |

<sup>@</sup> To be nominated an each occasion depending on the area of Specialization for which the Consultant is being engaged.