



भारतीय आयुर्विज्ञान अनुसंधान परिषद

INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)

DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)

वी. रामलिंगस्वामी भवन, अन्सारी नगर, पोस्ट बॉक्स 4911, नई दिल्ली-110 029

V.RAMALINGASWAMI BHAWAN, ANSARI NAGAR, POST BOX-4911, NEW DELHI-1100 29

No.18/1/2017-Admn-II

Dated: 18.1.2017.

To,

The Directors/Directors-in-Charge of
Permanent Institutes/Centres of the Council

Subject : Revised guidelines for the appointment of engineering consultant –regarding.

Sir/Madam,

I am directed to send herewith a copy of revised guidelines for the appointment of engineering consultant in ICMR Hqrs. office /Institutes/Centres duly approved by the Competent Authority for information and necessary action.

Yours faithfully,

(Bharat Bhushan)
Administrative Officer
for Director General

Copy to:-

- 1 PS to DG/PS to Addl. DG/Sr. DDG (A)/Sr. FA
- 2 All Divisional Heads.
- 3 Asstt. Director-General (Admn.) (AX)/(JP)
- 4 Engineering Cell
- 5 Scientist (G) –BIC with the request to place above circular on ICMR website.

Guidelines for engagement of Engineering consultants


Taking into consideration specific job requirement and time frame for its completion external engineering consultants are required to be engaged in ICMR Headquarters office and in its Institutes/Centers. In order to bring uniformity and transparency in the process of hiring services of consultants, these guidelines have been framed to define procedure for selection, contracting and monitoring of the performance of the consultants.

2. Requirement for Consultants :-

Engagement of consultant may be resorted to in situation requiring time bound quality service which cannot be accomplished from the available resources. As and when such situation arises, the Head of Division of ICMR Hqrs or Director of Institute/Centre will identify the work required to be performed by consultant and will send a proposal for the approval of the Competent Authority i.e. Director General, ICMR, before initiating the process for engagement. The proposal for engagement for consultants will invariably mention the requirement, objective and the scope of the assignments, eligibility and prequalification criteria to be met by the consultants and estimate of expenditure. Sources for engagement of consultants may also be identified.

3. General Conditions for engaging Consultants:

- I) Apart from External Professional retired employees from Central and State Govt./Autonomous Organizations/PSUs etc with requisite qualifications and experience would be eligible for engagement as Consultants. In case of retired govt. servants the engagement as full time consultant shall not be considered as a case of re-employment in any manner.
- II) Consultants would be engaged for a fixed period on consolidated monthly fee for providing high quality services for attending to specific job within prescribed time frame.
- III) As the engagement of Consultants would be on full-time contract basis they would not be permitted to take up any other assignment either part time or full time during the period of consultancy.
- IV) The contract of Consultant is of a temporary nature and can be terminated by giving not less than one month's notice on either side at any time without assigning any reason.


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The eligibility criteria for the engagement of engineering consultant:-

- (i) The professional shall have four years BE/B Tech Degree or equivalent in relevant discipline of engineering.
- (ii) The professional shall have minimum twenty years experience in the relevant field.
- (iii) The professional shall have worked in the scale of pay of Rs 6600/- as per 6th pay commission i.e in the rank of Executive Engineer or equivalent for minimum five years in any central/State Govt/Autonomous Body of Govt/PSU.

5. Age Limit.

The Engineering Consultant would be engaged till the age of 65 years in normal case. The upper age limit for the consultant who have the working experience of ICMR and having the specialized knowledge of the planning /designing/construction/maintenance of Animal House/ BSL 3/BSL4 labs etc can be relaxed up to 70 years. However the same shall be exercised in exceptional conditions with the approval of DG, ICMR.

6. Period of engagement:-

The initial term of engagement of consultants will be for not more than one year and subsequent extension, if any, can be considered on case to case basis, depending upon the job requirement and the time frame for its completion subject to fulfillment of performance evaluation made by his/her Controlling officer.

7 Procedure of Engagement :-

- a) Procedure to be followed for selecting candidate for engagement as consultant in any of the disciplines shall be with in the framework of provisions contained in General financial Rules. 2009. as amended from time to time.
- b) After obtaining the approval of DG, ICMR the Institutes/ Centers including Hqrs. Office of ICMR will publish and advertisement for inviting applications for the engagement of Consultant in the Employment News for wider publicity and the same may be placed on website of the ICMR.
- c) All the application received in response to the advertisement may be scrutinized / shortlisted by a Screening Committee constituted for this purpose with prior approval of DG, ICMR. Thereafter Selection Committee will hold interview and recommend a panel of candidates for engagement. The composition for Screening and Selection Committees will be as under:

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Screening Committee

1. Director of Institute/Centre or Heads of Division for Hqrs.
2. Asstt. Director General (Admn.) / Sr. Admn. Officer/Admn. Officer
3. One external expert

Selection Committee

1. Sr. Dy. Director General (A) in case of ICMR and Director/DIC in case of Institute
2. Engineering expert from ICMR
3. One external expert
4. One external/internal from SC/ST Category

(d) The engagement of consultant in respect of Hqrs. Office will be dealt by Admn. I Section.

Engagement of consultant in respect of various Institute/centre, the proposal should be sent to the concerned Head of the Division for seeking approval of the DG, ICMR. After getting approval of DG, the Institute/Centre will issue advertisement as per clause 5(b) above. Application thus received will be screened by Screening Committee at respective station and thereafter meeting of the Selection Committee will be held at HQ/Institute as the case may be. The minutes of the Selection Committee will be put up for financial concurrence and DG's approval.

e) After Selection, Consultant will be given offer of engagement and on receipt of his/her acceptance within prescribed time, and agreement will be signed between the consultant and Head of office of Institute/Centre on Non judicial stamp paper of Rs 100/- w.e.f. the date of engagement (Copy of offer of engagement and agreement to be enclosed).


8. Fee/remuneration for Engineering Consultants.

i) Rs. 50,000/- to Rs 1,00,000/- depending upon education qualification, experience, last pay drawn and functional requirement.

ii) There will be no further increase in the fee during the period of original contract, In case of renewal of contract, terms and conditions may be considered afresh. Fee may be increased up to 10% per annum.

9. Allowance:-

The Consultants shall not be entitled to any other honorarium or allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement, etc.


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10. Leave:-

Consultants shall be eligible for 10 day's leave at par to 8 CL & 02 RH in a year on pro-rata basis. There for a Consultant shall not draw any remuneration in case of his/her absence from work beyond 10 days in a year to be calculated on pro-rata basis. Un-availed leave during the period of engagement will not be carried foreyard in case of renewal. The Leave record shall be maintained by the concerned Head of Davison/Institute/Center.

11. TA/DA :-

No TA/DA shall be admissible for joining the assignment or on its completion. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work as per his/her entitlement at the time of retirement in case of Govt. servant. For external professionals class/ mode of journey would be by economy class only as per rules. Consultant will be provided transport facilities for local official duty.

12. Release of fee:-


The monthly fee will be released to the Consultant on explicit recommendation of the Head of Division/ Institute / Centre.

13. Tax deduction:-

All applicable taxes as per government rules and regulations will be deducted at source.

14. Power to Relax

Where the DG, ICMR is of the opinion that it is necessary or expedient to do so, he may, by order, for reasons to be recorded in writing, relax any of the provisions of these guidelines.


12/11/2017

