

A-12034/1/2015-Admn
Government of India
भारत सरकार
Ministry of Jal Shakti
जल शक्ति मंत्रालय
Department of Water Resources, River Development
& Ganga Rejuvenation
जल संसाधन , नदी विकास और गंगा संरक्षण विभाग

श्रम शक्ति भवन , नई दिल्ली

दिनांक अप्रैल 28, 2022

OFFICE MEMORANDUM

Subject: Procedure and guidelines for engagement of Young Professionals and Consultants in the Department of Water Resources, River Development and Ganga Rejuvenation.

It is essential to have Young Professionals and Consultants who possess the requisite skill/expertise. These Young Professionals and Consultants will be expected to deliver in such areas where in house expertise is not readily available within the framework of the Department of Water Resources, River Development & Ganga Rejuvenation (DoWR, RD & GR). They should be high quality professionals, capable of lending their expertise in the Water Resources Sector, as per the requirements of this Department. The matter relating to selection, engagement and terms and conditions for appointment of Young Professionals and Consultants in DoWR, RD & GR (main secretariat), Ministry of Jal Shakti has been considered in this Ministry. Based on the existing procedure and guidelines on this subject, it has been decided to prescribe the following guidelines and procedures for engaging Young Professionals and Consultants, with immediate effect, till further orders:

1. General conditions for engaging Young Professionals and Consultants:

1.1 Young Professionals and Consultants will be engaged for a fixed period for providing high quality services on specific projects, schemes, programmes, general management, housekeeping and administration.

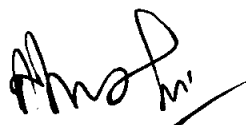
1.2 Professionals with requisite qualification and experience as prescribed would be hired as Young Professionals and Consultants. Retired Government employees with relevant experience would also be eligible for selection as Consultants.

1.3 The initial tenure of engagement for a person as Young Professionals and Consultants would be on year to year basis upto three years. Extension beyond three years will be considered under exceptional circumstances with the approval of Secretary.

1.4 Upon appointment Young Professionals and Consultants would not be permitted to take up any other assignment during the period of their engagement with this Department.

1.5 The appointment of Young Professionals and Consultants is of a temporary nature and the Ministry can cancel the appointment at any time without providing any reason for it.

2. Number of Young Professionals and Consultants: The number of Young Professionals and Consultants to be engaged by this Department under different projects, schemes or, for the



purpose of general management, housekeeping and administration, shall depend on the actual requirement at a particular point of time.

3. Age/ Educational qualification and Experience:

3.1 **Age :-** Upper age limit at the time of application will be as under:-

- (i) **For Young professionals** – 32-35 years. Persons having experience would be given preference.
- (ii) **For Consultants** - 40-50 years depending on years of experience.

3.2 **Qualifications and experience:** The minimum eligibility criteria for engagement of a person as Young Professional/ Consultant shall be as under:

- (i) **For Young Professional:** The applicant must have completed graduation Degree in relevant subject.
- (ii) **For Consultant :** The applicant must have completed Master's Degree in relevant subject and have a minimum of three years of post-qualification work experience as on closing date of submission of application.

3.3 The job description in respect of Consultant/ Young Professionals to be engaged in respect of each category will be decided by the concerned Subject Matter Division (SMD). Accordingly, hiring criteria may be further defined by SMD for specific positions depending on the specific requirements and circumstances.

3.4 Engagement of retired Government Servants as Consultants will be governed by the instructions issued by DoE /DoPT.

4. Procedure for selection:

4.1 Requirement of the Department/ Wing/ Organization will be advertised by the respective office on the website of the Department, Organization and other modes as may be feasible.

4.2 SMD may devise modalities as deemed necessary for screening and short listing of applications received as per 4.1 above.

4.3 Short-listed applications shall be placed before a Consultancy Evaluation Committee (CEC) to be headed by an officer not below the level of head of the Wing of SMD.

4.5 The CEC will have all the powers to decide about the number of candidates to be recommended, to be kept in the reserved list, validity of the panel etc.

5. Entitlements of Young Professionals and Consultants:

5.1 Young Professionals and Consultants will be paid a monthly consolidated remuneration as per Table 1 below. In the case of retired Government Servants, the remuneration shall be as per prevailing guidelines issued by the DoE.

5.2 Young Professionals and Consultants will not be eligible for Government accommodation or house rent allowance, CGHS facility, L.T.C., medical reimbursement claim and regular leave, reimbursement of telephone/ mobile/newspaper etc.



5.3 Young Professionals and Consultants will however be eligible for official email id, Government identification card, internet connection in the office, office with standard equipment, library facility, etc., depending upon availability of space, as per existing rules and orders issued by the Government, from time to time for extending such facilities to a full-time Young Professionals and Consultants. It is reiterated that the Consultant/YP engaged under GFR 2017 is not a Government employee and therefore, parity and perks admissible to Government officers cannot be extended to the Young Professionals and Consultants.

5.4 Emoluments of Young Professionals and Consultants will be decided on a case-to-case basis, as per general guidelines prescribed in the Table, given below:

Table

Post Qualification Experience in Years	Remuneration Range per month
Young Professionals	Rs. 30,000 to 50,000/-
Consultants	
with 3-5 years' experience	Rs. 50,000 to 70,000/-
with 5-8 years experience	Rs. 70,000 to 1,00,000/-
with 8 years and above experience	Rs.1,00,000 to 1,50,000/-

5.5 Based on the above, CEC will recommend the initial consolidated remuneration for one year. The CEC, on completion of one year term may re-look at their remuneration based on quantifiable deliverables of the Consultant, but not to the disadvantage of the Consultant. **Subject to satisfactory performance, to be assessed by the CEC, there may be annual enhancement of upto 10%. There will not be further enhancement once the remuneration reaches the maximum of the pay range prescribed in the above table.**

6. TA/DA to be paid to Young Professionals and Consultants:

TA/DA may be paid as admissible to the Central Government employees at level-11 of pay matrix of 7th CPC.

7. Leave:

Young Professionals and Consultants shall be entitled to Casual Leave of 8 (eight) days in a Calendar Year on pro-rata basis. Absence beyond eight days will result in leave without pay (LWP), i.e., deduction from the monthly consolidated remuneration on pro-rata basis. Such an absence on LWP may be permitted by the Controlling officer.

8. Attendance and Office Hours:

Young Professionals and Consultants shall be required to mark their attendance on the Aadhar Enabled Biometric Attendance System and will also be required to maintain their presence during



normal office hours. In exigency of service, attending to office work may be required beyond office hours and on holidays, for which no additional remuneration shall be paid.

9. Screening Committee, Consultancy Evaluation Committee (CEC) and approving authority :

9.1 The composition of the Screening Committee for screening and short listing of applications will be decided by the SMD/ Organization if considered necessary.

9.2 Consultancy Evaluation Committee (CEC) :

- | | |
|---|---------------|
| 1. Wing/ Organization head or as decided by Secretary | - Chairperson |
| 2. JS & FA or representative | - Member |
| 3. JS (Admin) or representative. | - Member |

Note: Outside expert, if any required, may be included with the approval of the Chairperson, CEC.

9.3 Secretary of the Department shall be the approving authority.

10. Conflict of Interest:

The Young Professionals and Consultant are expected to follow all the rules and regulations of the Government of India which are in force. The Young Professionals and Consultant will be expected to display utmost honesty, secrecy of office and sincerely while discharging his/her duties. In case the services of the Consultant are not found satisfactory or found in conflict with the interest of the Government his/her services will be liable for discontinuation without assigning any reason.

11. Termination Notice:

The Ministry can cancel the appointment of a Young Professionals and Consultant at any time, without providing any reason for it. However, in the normal course, it will provide one month's notice to the Consultant. The Consultant can also seek for termination of the contract upon giving one month's notice to the Ministry.

12. Relaxation:

In exceptional cases the above guidelines may be relaxed for the reasons to be recorded in writing with the approval of the Secretary of the Department on the recommendations of the Wing Head/ Organization Head and in consultation with Financial Advisor of the Department.

13. Verification:

Verification of antecedents of Young Professionals and Consultants may be done as per the requirement.

14. Miscellaneous:

14.1 The Young Professionals and Consultants shall not except with the previous sanction of this Ministry or in the bonafide discharge of his/her duties, publish a book or a completion of articles or participate in radio broadcast or in television or in any other media contribute an article, or write a letter in any newspaper or periodical in his/her own name, or anonymously or pseudonymously in the name of any other person if such book article broadcast/telecast or letter relates to subject



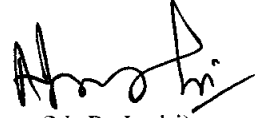
matter assigned to him/her by this Ministry or he/she has the access to the information, by virtue of his/her engagement as a Consultant in the Ministry.

14.2 The Young Professionals and Consultants engaged under the previous guidelines shall continue to be governed by the terms and conditions of those guidelines till the expiry of their existing contract. Any extension will be subject to these new guidelines.

15. Jurisdiction:

In case of any legal dispute in the matter of appointment of Young Professionals and Consultants, the legal jurisdiction will be of the courts at Delhi only.

This issues with the concurrence of IFD's Dy No. 40/IFD/2022-23 dated 19.04.2022 and with the approval of the Secretary, DoWR, RD & GR and supercedes all the instructions issued by this Department on the subject.



(N. P. Joshi)

Deputy Secretary to the Government of India

Tel: 23714734

To

1. PS to the Hon'ble Minister (Jal Shakti)/PS to Hon'ble Minister of State(Jal Shakti)
2. PPS to Secretary, DoWR, RD & GR/PPS to Additional Secretary, DoWR, RD & GR
3. PPS to DG, NMCG/PPS to MD(NWM), DoWR, RD & GR
4. PPS to JS(Admn)/PPS to JS&FA/PPS to JS(RD & PP), DoWR, RD & GR
5. All Wing/Divisions/Branch/Section, DoWR, RD & GR
6. All organizations under DoWR.
7. Controller of Accounts, DoWR, RD & GR
8. Pay and Accounts Officer, DOWR, RD & GR