

Estt-40020/1/2021-Estt-MoMA
Government of India
Ministry of Minority Affairs

Pt. Deendayal Antodaya Bhawan,
CGO Complex, New Delhi
Dated: 04.03.2022

OFFICE MEMORANDUM

Subject: Invitation of online applications for engagement of Consultants in the Ministry of Minority Affairs-reg.

The Ministry of Minority Affairs (MoMA) invites applications in online mode from willing and eligible candidates for engaging Consultants for specific works in various Divisions of this Ministry. Persons with requisite qualification and experience as prescribed below may apply online for the said category. The details of the advertisement are as follows:-

Category	Educational qualifications	Experience	Upper Age Limit	Remuneration
Consultants	Essential:- Bachelor degree in any discipline Desirable:- Having 4 years working experience in Government offices. Knowledge of e-office, typing on computer, MS word , MS Excel, knowledge of Hindi will be given preference. Specific educational qualification as per actual requirement of the division in the Ministry are prescribed in Annexure.	More than 3 Years	50 Years*	Rs. 60,000/- (fixed)

*The upper age limit, however, may be relaxed in deserving cases with the approval of the Competent Authority.

2. **Division wise breakup:** Division wise breakup of vacant positions of Consultants in the Ministry, along with a brief work profile for each of the vacancies may be seen at Annexure. Candidates are required to indicate category of post they are applying as well as the Division for which they wish to be considered for. One candidate can apply for one post only.

3. **Selection Process:** All the applications received shall be placed before screening Committee and after screening, the list of candidates will be finalized as per eligibility conditions and candidates will be informed date & time for interview. At the time of interview, all original documents uploaded during submission of online applications will be verified. Selection of candidates will be made on the basis of interview only. However, this Ministry reserves the right to reject any or all applications without assigning any reasons.

4. **Tenure of Appointment:** The said Consultants will be engaged initially for a period of one year. However, their continuation in their respective position beyond the first and subsequent years, would be considered on a satisfactory Annual Performance Review. Extension beyond three years may be considered under exceptional circumstances with the approval of the Competent Authority.

5. **Increment:** In case the contract is for more than one year, the remuneration may be reviewed after completion of one year on annual basis.

6. **TA/DA:** The individual consultant may require to undertake domestic tours, if any, subject to approval of the competent authority and they will be allowed following TA / DA:-

Mode of Journey	Reimbursement of Hotel, Taxi and food bills
Air in Economy class or by rail in AC three tier.	Hotel accommodation of up to Rs. 750/- per day; taxi charges of up to Rs. 225/- per day for travel within the city and food bills not exceeding Rs. 800/- per day shall be allowed.

7. **Other Allowances:** No other facilities such as DA, accommodation, residential phone/ conveyance/ transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible to the Consultants.

8. Attendance as Working days:

- The working hours of the professionals shall be same as regular Government employees working in MoMA. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sundays/ Gazetted holidays, if called them. Compensatory leave in such cases shall be at the discretion of the head of the concerned division.
- The attendance shall be marked in the Biometric system or other mode implemented by Competent Authority.

9. Leave:

- Consultants shall be eligible for 8 days leave on pro-rata basis in a single year of consultancy.
- The leaves shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis.

- An Consultant shall not draw any remuneration in case of his/ her absence beyond 8 days in a year (Calculated on pro-rata basis).
- Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year.
- The intervening Saturdays, Sundays or Gazetted holidays during a spell of leave shall not be counted against 8 days leave.

10. Service Condition: The Consultants will be engaged on full time basis and would not be permitted to take up any other assignment during the period of engagement.

11. Payment: The payment will be released by MoMA within one week after completion of the month based on the biometric attendance registered by the individual consultant or on certification by their reporting authority.

12. Confidentiality and Secrecy:

- During the period of assignment with the Ministry of Minority Affairs, the Consultants would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him / her during the period of his assignment to anyone who is not authorized to know the same.
- Selected candidates shall provide integrity certificates from 2 references known to them.
- 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 pending against them.

13. Termination of Services and requirement of notice:

- In case a Consultant wishes to resign from his/her position, he/she shall furnish at least one month's notice period. The Competent Authority of the Ministry may waive off the condition for notice period, in deserving cases.
- MoMA shall have powers to terminate any or all the professionals at any time without assigning any reason.
- 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.

14. Conflict of Interest: Consultants shall be expected to follow all the rules and regulations of the Government of India which are in force. He / she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his / her duties.

In case the services of the said officials are not found satisfactory or found in conflict with the interest of the MoMA / Government of India, his/ her services will be liable for discontinuation without assigning any reason.

15. Submission of application: The application shall have to be submitted indicating the post, post code and the Division for which the candidate wishes to apply. The application should be submitted through the link at <https://minorityaffairs.gov.in/en/careers> **on or before 15.03.2022.**



(Kumar Nityanand)

Under Secretary to the Govt. of India

NIC(MoMA) with the request to suitably upload on the Website of MoMA

Annexure

S. No	Division	Vacancy	Preferred Experience	Description of work
1.	General Admin	1	<ul style="list-style-type: none">i. Sound knowledge of Government rules and procedures.ii. Experience in handling Administration and Establishment work, Co-ordination, Cash, Budget, Accounts, legal matters and court cases etc. Experience in one field of work/subject for which position has been advertised will be an added advantage.iii. Good Knowledge of Computer particularly Ms-Word, Ms- Excel, Ms-PowerPoint.iv. Experience in Dealing with Finance and payment bills related matters.	<ul style="list-style-type: none">a. Inviting tenders for scanning of files in MoMA.b. Correspondence with Ministry of Urban Development/Directorate of Estate including additional Office space in R.K. Puram, etc.c. Processing of Bills pertaining to the official foreign tour undertaken by Officers/ Officials of MoMA for settlement.d. Correspondence with CPWD (Electric and Civil) and processing of authorization for making payment.e. Legal and other Misc. matters pertaining to Genl. Admin.f. Dealing with RTI applications, Court Case(s) and Audit Paras of GA Section.g. Preparation of Half Margin Notes, Tax Audit Notes and replies for settlement of Statutory and Internal Audit Paras with the assistance of officials concerned in GA Section.h. Payment of Air ticket bills including settlement of Balmer and Lowrie Bills.i. Any other work assigned by senior officers.

2.	Budget and Finance division	1	<ul style="list-style-type: none"> i. Sound knowledge of Government rules and procedures, General Financial Rules. ii. Experience in all Budget related matters, Finance related matters iii. Handling grants and RTI related matters. iv. Excellent knowledge of Excel and good knowledge of Public Financial Management System (PFMS). 	<ul style="list-style-type: none"> a. Preparation of Detailed Demands for Grants (DDG) and Statement for surrender of funds. b. Preparation of BE and RE, preparation of saving note and preparation of D/O letter for submission to M/o Finance. c. Expenditure statements, Re-appropriation of funds and reconciliation of expenditure, opening of Head of accounts, and Output Outcome Monitoring Framework including laying of the same in Lok Sabha, Surrender of Funds. d. Opening of new heads, Submission of reports to NER. e. Parliament questions and Matters related to Parliamentary Standing Committee including preparation of Background Note and Action Taken Replies on the recommendations of the Committee f. Dealing with RTI applications, and Audit Paras and Audit Para Monitoring System. g. Uploading the budget related data on UBIS portal and management of data on PFMS of the Ministry of Finance. h. Matters relating to Audit/Audit Reports
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				<p>including submission of Action Taken Note on Audit paras included in the C&AG Report and submission of explanatory saving note for uploading on Audit Para Monitoring system.</p> <ul style="list-style-type: none">i. Any other work assigned by senior officers.j. Updation of data regarding autonomous bodies on the portal of Ministry of Finance, Management of data on PFMS, Monitoring of expenditure in respect of all schemes including NE region, submission of replies to RTI applications etc.
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