Requirement of a Consultant in NSM Division of MNRE

Applications are invited for engaging ONE outside Expert/retired Government servant as non-official Consultant, in NSM Division of the Ministry of New and Renewable Energy on payment of Consolidated monthly fee ranging between Rs.40,000/- to Rs.70,000/-. The last date for receipt of applications is 15 days from the date of publication of this advertisement in the newspaper. The following are the details of the requirement, educational qualification and the related terms & conditions:-

1. Qualification for Consultant:
   
   1.1 Persons having Master's degree in any discipline from a recognized University or equivalent, with a minimum of 7 years’ experience of handling work relating to renewable energy projects/proposals; administrative; and financial matters.
   
   1.2 Retired Government employees with
   
   (i) Grade pay of Rs.7600/- or above and.
   (ii) Retired/Retiring Deputy Secretary having at least 7 years’ service as Under Secretary and Deputy Secretary together and have experience of handling work relating to renewable energy projects/proposals and administrative and financial matters, would also be eligible for this position.

2. Period of Engagement

   2.1 The initial term of appointment shall be for one year and subsequent extension, if any, shall be decided, on case to case basis, depending upon the specific job and the time frame for its completion. The maximum period of engagement of the Consultant shall not exceed 5 years, in any case.

   2.2 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 MNRE. The consultant can be required to work on holidays also, if need be, for which no additional fee will be paid.

   2.3 The appointment of Consultants is of a temporary (non-official) nature and the appointment can be cancelled at any time by the Ministry without assigning any reason.

3. Age Limit

   3.1 The maximum age limit for the post of Consultant shall be 65 years.

4. Entitlements for the Consultant

   4.1 Fee: The maximum amount of monthly consolidated fee payable to the Consultant shall be as under:--
   Rs.40, 000/- to Rs.70, 000/- depending upon educational qualification and experience
   Plus Rs.1500/- as local conveyance.
   The amount of fee in the case of retired Government officials appointed as Consultants
   shall be decided in such a way that the fee plus pension drawn by him / her shall not exceed the last pay drawn including HRA.
4.2 **Draw of Pension:** A retired Government official, if appointed as Consultant, shall continue to draw pension and the dearness relief on pension during the period of his engagement as Consultant. His / Her engagement as Consultant shall not be considered as a case of re-employment.

4.3 **Allowances:** The consultants shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, etc. However, the Consultants would be eligible for Rs.1500/- (Rupees one thousand five hundred only) as local conveyance allowance.

4.4 **Leave:** Consultants shall be eligible for 8 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 8 days in a year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year. The Ministry would be free to terminate the services in case of absence of a Consultant by more than 15 days beyond the entitled leave in a calendar year.

4.5 **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 as per following details:

**TA / DA (on Tour) Entitlement**
- **TA –** Reimbursement of Second AC Train fare / Air fare (economy class)
- **DA –** Reimbursement for Hotel accommodation of up to Rs.1500/- per day; reimbursement of travel charges of up to Rs.150/- per diem for travel within the city and reimbursement of food bills not exceeding Rs.200/- per day.

4.6 **Library Facility:** The consultants shall have access to the Ministry’s Library during the period of their engagement and shall be allowed to borrow books as per the Library Rules.

5. **Terms of Reference for Consultant**

5.1 The terms of reference for engaging the Consultant are given in **Annexure I.**

6. **Others**

6.1 Ministry of New and Renewable Energy, in line with the prevailing Government policies / procedures may specify any other conditions/guidelines as considered appropriate during the period of engagement of the Consultant.

Interested candidates may send their CV (in a sealed envelope marked “Application for Consultant in NSM Division”) in the enclosed format (**Annexure II**) within 15 days from publication of this advertisement in the newspaper, at the following address:

**Shri A. N. Srivastava, Director (NSM),**  
Block No. 14, CGO Complex, Lodi Road,  
New Delhi 110003  
Tel. 24363498
Annexure I

Terms of Reference for engaging one Consultant for NSM Dvn. for handling various types of work relating to JNNSM (2nd Phase) & Administrative/Financial matters of SECI in MNRE.

I. Precise Statement of Objective

Ministry of New and Renewable Energy has launched a Mission called JNNSM. This requires processing of various items of work relating to grid connected and off-grid Solar Thermal & Solar photovoltaic power projects including issue of certificates for availing Excise Duty Exemption (EDEC)&Concessional Customs Duty Certificates (CCDC) by SPDs on ST/SPV power project under Ministry of Finance Notification dated 27.02.2010.

In this context, it is proposed to engage the services of a Consultant to assist the Ministry on above mentioned matters.

II. Outline of the proposed task to be carried out:

(i) Assisting NSM Dvn. and Sr.officers in NSM Group
   - Assisting the NSM Division of the Ministry of New & Renewable Energy in executing the Solar Mission’s objectives through appropriate mechanisms;
   - Assisting the various officers under NSM Group in processing of SFC/ EFC/NCEF proposals and other proposals relating Solar R&D, Solar Cities, green buildings, etc.
   - Assisting Sr. Officers in preparing Cabinet notes and note for CoS;
   - Assisting Sr. Officers in preparing guidelines/ scheme on grid connected or off-grid solar thermal and solar photovoltaic power plants/applications;
   - Assist Senior Officials in performance/achieving targets set about various works/activities under JNNSM.
   - Assist officers of NSM Group towards proper utilization of funds as well as spending of money as per Plan/scheme

(ii) To assist in preparing reports/notes/minutes etc.
   - Preparation of reports and background notes on various subjects relating to the various schemes under JNNSM.
   - Assist in holding various meetings workshops/seminars, etc. relating to work connected with JNNSM.
   - Preparation of notes, agenda papers, minutes of meetings on relevant matters under JNNSM.
   - Creation of data base for review/monitoring of various activities of JNNSM

(iii) To assist in preparing reply/material for Parliamentary Standing Committee and other committees on issues relating to JNNSM & solar energy group.
   - Preparation of various documents/materials for the Standing Committee on Demand for Grants for each year.
   - Finalization of replies to the questionnaires and additional questionnaires of the Standing Committee on Demands for Grants.
   - Finalization of Action Taken Reports of the Standing Committee on Energy along-with the work of Standing Committee on Solar Energy Programme.

(iv) Assisting Director (NSM) in issuance of EDECs and CCDCs
   i. To assist in preparing a list of eligible and/or non-eligible items/equipments required for initial setting up of Solar Thermal and Solar Photovoltaic, for use while issuing Certificates for Excise Duty Exemption and Concessional Customs Duty as per Excise/Customs Notifications dated 27.2.2010 as amended from time to time;
ii. Processing /checking the “Application and Total Bill of Material” and other documents received from SPDs for acceptance before issuance of the Excise Duty Exemption Certificates (EDECs) & Concessional Customs Duty Certificates (CCDCs) for the items/equipment listed in the Total Bill of Material (BoM);

iii. Conducting meeting of the Norms committees for examination and acceptance of the “Total Bill of Material” of the ST/SPV power projects after receipt of the same from concerned Solar Power Project Developers(SPDs);

iv. Issue of certificates for availing Excise Duty Exemption (EDEC) & Concessional Customs Duty Certificates (CCDC) by SPDs on ST/SPV power project - under Ministry of Finance Notification dated 27.02.2010 as amended from time to time;

v. Keeping data/records of the SPDs who have been issued such certificates;

vi. Review of the procedure relating to issue of such certificates for further improvement;

vii. Assist in empanelment of Chartered Engineers after imparting training to them, for certifying the “Total Bill of Material” containing eligible [and/or non-eligible] items/equipments required for initial setting up of Solar Thermal and Solar Photovoltaic power projects.

(v) To assist NSM Division in the following SECI matters:-

- Processing proposals for foreign deputation / delegation of Board level officers of Solar Energy Corporation of India (SECI) for approval of Hon’ble Minister, NRE. This includes liaison work with different Ministries/Departments wherever so required.
- Processing of proposals for appointment of Board level positions of SECI and fixation of the terms of their appointment.
- Constitution/re-constitution of the Board of Directors of SECI.
- Processing of financial and/or other administrative proposals relating to release of Capital funds to SECI.
- Processing of MOU/Agreement with SECI

III. Schedule for completion of tasks

The above-mentioned tasks are of a continuous nature and will be completed by the Consultant in a time frame given periodically after the formal appointment of the Consultant.

IV. The support and inputs to be provided by MNRE to facilitate the Consultancy

The following support and inputs would be provided by the Ministry to the Consultant for facilitating the consultancy work:

(a) Documents and reports available with the Ministry with regard to JNNSM and procedure/formats for issue of certificates for Excise Duty Exemption & Concessional Customs Duty, DPE guidelines for handling the work of PSUs and other related documents.

(b) A laptop/ desktop along with printer and Internet and office space.

(c) Facilities for communication i.e. telephone, fax, stationary, photocopying, mailing and other secretarial assistance to effectively discharge the assigned work.

(d) Providing infrastructure support and other logistic support for organizing meetings with concerned officers.

(e) Director–NSM in the Ministry will act as a coordinating officer for Consultant. Interaction with other officials/scientists in the Ministry will be facilitated by the coordinating officer.
VI The final outputs that will be required of the Consultant at the end of the consultancy period.

All the tasks, as proposed in para II above, are of continuous nature and will be completed in a given time period and on its completion it will become the final output in each case. This needs to be recorded in writing and such record needs to be submitted at the end of each year so as to review the performance of the consultant for extending the consultancy period for further year.

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Application format for appointment as Consultant in the Ministry of New & Renewable Energy (NSM Dvn.)

1. Name
2. Father’s Name
3. Date of Birth
4. Domicile
5. Nationality
6. Mailing Address (With Tel. / Mob. No. and E-mail address)
7. Permanent Address
8. Educational Qualification:

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<th>Course</th>
<th>Subject</th>
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<th>Year of Passing</th>
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9. Work Experience

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10. Whether SC / ST / OBC /

11. Reference:
(i) .................................................................,
(ii) ..............................................

(Please provide copies of relevant support documents)

Date & Place

Name & Signature