

Government of India
Ministry of Heavy Industries and Public Enterprises
Department of Public Enterprises

Date 26th February 2010

Applications are invited for 5 Consultants (4 for MoU work and 1 for Library) of the Department of Public Enterprises on payment of consolidated (all inclusive) monthly remuneration of Rs.25,000/-. Full details of the vacancy circular are available on Department of Public Enterprises website www.dpe.nic.in under the link 'Circular).

The last date for receipt of applications in respect of **CONSULTANTS FOR MoU WORK** only is extended up to 19th March 2010.

No. 5(5)/2009(MoU)
(Government of India)
Ministry of Heavy Industries and Public Enterprises
Department of Public Enterprises

Date 11th February 2010

Sub: Engagement of five consultants by DPE in respect of (i) MoU evaluation and negotiations exercise, (ii) Library.

1. DPE proposes to engage 5 consultants, (4 for MoU related work and 1 for Library).
2. The terms of reference for the consultancy are at Annexure-I.
3. 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 DPE. The appointment of Consultants is of a temporary nature and the Department can cancel the appointment at any time without assigning any reason.

(i) Job Requirement

As per detailed Terms of Reference at Annexure I

(ii) Essential Qualifications

A) For Consultants (MoU) :

(a) Professionals having Masters Degree in relevant subjects 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. Those pursuing a Ph.D degree at UGC recognized institutes shall be eligible to apply

(b) Knowledge of computer application, MS Office including Excel, Access etc.

B) For Consultant (Library):

- a) Master's Degree from a recognized University/ Institute.
- b) Bachelor's Degree in Library Science from a recognized University or equivalent.
- c) Twelve years' experience in a reputed Library including experience of Documentation and Bibliographical work.

(iii) Desirable

A) For Consultants(MoU):

- Good Academic Record.
- Strong communication skills, both oral and written.
- Analytical and presentation skills with ability to generate a well researched and written report.
- Experience in compilation and analysis of statistical data, computer skills and preparation of Project Reports/Reviews/Notes/Briefs etc.

**B) For
Consultant
(Library)**

- Post Graduate Degree in Library Science from a recognized University or equivalent.
- Published work in journals (evidence to be furnished).
- Working knowledge of computer and library related software.

(iv) Duration

Candidates selected will be appointed on contract basis for an initial period of four months. This term can be extended depending on the performance of the candidate/need of the Department of Public Enterprises.

(v) Remuneration

The consolidated all inclusive remuneration shall be Rs.25,000/- per month.

(vi) Age Limit

The maximum age limit shall be 70 years.

(vii) Leave

Consultants shall be eligible for 8 days leave in a calendar year on a 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). Unavailed leave in a calendar year can not be carried forward to next calendar year. The Department 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.

(viii) TA/DA

No TA/DA shall be admissible for joining the assignment or on its completion. Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work.

4. Interested candidates may send their CV in the enclosed format by e-mail/post within 15 days from publication of this vacancy on DPE's website at the following address: -

Director(MoU)
Room No. 307, Public Enterprises Bhawan,
CGO Complex, Lodhi Road,
New Delhi- 110 003
Tel. 24360841, 9810300880
Email address: dpe-mou@nic.in

Date 11th February 2010

**Application format for engagement as Consultant in the
Department of Public Enterprises**

1. Name: _____
2. Father's Name: _____
3. Age : _____
4. Date of Birth: _____
5. Domicile: _____
6. Nationality: _____
7. Mailing address (with Tel./Mob. No. and E-mail address) _____

8. Permanent address _____

9. Educational Qualification:

Sl. No	Course	Subject	University/ Institute	Year of Passing	Division/ Class

10. Work Experience

S.No	Organization/ Institute	Period		Nature of Work	Remarks
		From	To		

11. Last pay drawn :
Agency –
Pay -

12. Reference (attach two in original):

- (i)
- (ii)

(Signature)

Date _____

Terms of Reference for engagement of Consultants in the Department of Public Enterprises (DPE)

Consultant (MoU):

I. Analytical Task: To analyse the financial trends in each of the allotted industrial & service sectors, performance of Central Public Sector Undertakings & prepare detailed brief for the benefit of MoU exercise.

Any other tasks as may be assigned by Supervising Officer.

II. Administration Task:

- To receive/collect the MoU documents, update the summary list in Excel sheet, open files and keep them in personal custody
- To follow up with the CPSEs (holding as well as subsidiary) who have not submitted Draft MoU and request them to submit it urgently
- To prepare background material/critique on draft MoU of CPSEs (holding as well as subsidiary) and put up in file.
- To upload approved background material/critique in website <http://dpemou.nic.in/> and send it to Task Force Members by e-mail
- To contact the Task Force members and appraise them about the schedule of the negotiation meetings, venue, time, etc. and know about their travel plan
- To prepare for the meetings, attend it, facilitate discussions and record minutes of the meetings. Prepare the proceedings of the MoU negotiation meeting (held in January to March) and submit the same to DPE within three days of the meeting after getting the approval of Chairman of the meeting.
- To get the minutes signed from the Convenor of the Task Force syndicate and communicate to the CPSE.
- To collect/obtain revised MoU from CPSE and then cross check it with respect to minutes of the Task Force Meeting to check for accuracy and veracity.
- To put the MoU in file for Secretary (DPE) 's approval.
- To send the vetted MoU to administrative Ministry/CPSE for signing.
- To collect/obtain signed MoU from Ministry/CPSE, Scrutinize the revised MoU submitted by CPSEs to see that they are in line with the decisions of task force and submit the same for authentication by DPE; get it authenticated by DPE and keep it in relevant files for records and later for Evaluation exercise.
- To ensure that signed and authenticated MoU is scanned and uploaded in MoU website.
- Assist DPE in evaluation of MoU Scores of CPSE after receipt of Self Evaluation Sheet, and the audited Annual Accounts, prepare brief for internal evaluation, and help the syndicate of the task force for finalization of MoU Scores during MoU Evaluation Meetings.
- Any other tasks as may be assigned by Supervising Officer.

Consultant (Library):

- To suggest ways to improve the working of the Department Library,
- To make recommendations for modernization of the Department of Public Enterprises Library,
- Implement modernization and upgradation of the DPE Library; and
- Any other work assigned by Supervising Officers.