

A-12013/02/2015- Adm.I(B)
Government of India
NITI Aayog

Dated 9th Sept, 2016

Subject: Procedure and guidelines for engagement of Consultants/ Senior Consultants in NITI Aayog.

In supersession of the previous guidelines dated 23.12.2015 for engagement of Consultants, following guidelines and procedures are being prescribed for Consultants to be hence forth engaged in NITI Aayog until such time as these guidelines are amended or new guidelines issued. These guidelines will come into effect from the date of issue.

1.1 The NITI Aayog is committed to cooperative federalism, promotion of citizen engagement, access to opportunity, participative and adoptive governance and increasing use of technology to provide critical directional and strategic inputs into the development process. NITI Aayog is also mandated to function as a think tank, which requires greater flexibility in the hiring of personnel than was the case under the erstwhile Planning Commission. It is essential to have the Consultants who possess the requisite skill set. These Consultants will be expected to deliver in such areas where in house expertise is not readily available within the framework of NITI Aayog. They should be high quality professionals, capable of lending their expertise in the fields such as Economics, Finance, Education, Public Health, Social Sciences, Engineering, Urban Planning and Infrastructure as per the requirements of NITI Aayog.

2. General conditions for engaging Consultants

2.1 Consultants will be engaged for a fixed period for providing high quality services on specific projects.

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

2.3 The initial tenure of engagement for a person as Consultant would be upto 3 years. Extension beyond three years will be considered under exceptional circumstances with the approval of Vice Chairman, NITI Aayog.



2.4 Consultants may be appointed on part-time or full-time basis. Consultants appointed on full-time basis would not be permitted to take up any other assignment during the period of Consultancy with NITI Aayog.

2.5 The appointment of Consultants is of a temporary nature and the NITI Aayog can cancel the appointment at any time without providing any reason for it.

2.6 Part-time Consultants will be appointed subject to the condition that they face no conflict of interest with respect to the work they are handling in NITI Aayog.

3. Number of Consultants:

The total number of Consultants to be engaged by NITI Aayog under the plan scheme "Plan Formulation Appraisal and Review" shall depend on the actual requirement at a particular point of time.

4. Qualifications and experience:

4.1 Consultants should be professionals having a Bachelor's/Master's/Ph.D Degree in the relevant subject with minimum post-qualification experience as prescribed in Table 1 below in the requisite field. The work experience requirement may be relaxed in exceptional cases in respect of deserving candidates.

4.2 Retired Government employees with grade pay of Rs. 7600(pre-revised) and above or Level 12 in the Pay Matrix, having experience of 5 years in the required domain field would also be eligible for the position.

4.3 Hiring criteria may be further defined for specific positions depending on the specific requirements and circumstances.

5. Procedure for selection:

(i) The selection of Consultants shall be made in accordance with the provisions contained in GFR 2005 Rule 163, 165, 166, 170 & 177 and Chapter 7 – Selection of Individual Consultants (para 1.2.1, para 7.1 and para 7.2) of Manual of Policies and Procedure of Employment of Consultants.

(ii) The requirement of NITI Aayog will be advertised from time to time on the website as well in at least one newspaper.

(iii) The applications received shall be placed before a screening committee headed by officer of the level of Additional Secretary/Adviser. (See para 9)

(iv) Shortlisted applications shall be placed before a Consultancy Evaluation Committee headed by CEO. (See para 9)

(v) The Committee shall prepare a panel of 3 names per vacancy which will include 2 persons in the waiting list. The panel would be valid for a period of one year.

(vi) In certain exceptional cases, with the approval of the Vice Chairman selection from a single source as per GFR may also be considered. However, full justification for this must be given by the Consultancy Evaluation Committee.

6. Entitlements of Consultants:

(i) The full-time candidates will be paid a monthly consolidated remuneration as per Table 1. In the case of retired Government Servants, the remuneration shall be as per prevailing DoPT norms.

(ii) The Consultants will not be eligible for Government Accommodation or House Rent Allowance, CGHS facility etc.

(iii) The full-time Consultant will however be eligible for official email id, government identification card, internet connection, telephone, office with standard equipment, Library facility, etc.

(iv) Emoluments of Part-time Consultants will be decided on a case-by-case basis.

Table 1

Post Qualification Experience in Years	Remuneration Range in Rs. Lakhs Per Month
0-5	0.3-1.0
5-10	0.5-2.5
10+	1.7-5.0

(v) Based on the above, CEC shall recommend the initial remuneration and to re-look at their remuneration annually and this package may not be revised to the disadvantage of the Consultant.

7. TA/ DA

The Consultants shall be allowed to undertake domestic/foreign tours as required by their duties for which TA DA and Hotel Accommodation shall be paid as admissible to the Central Government employees drawing grade pay of Rs. 7,600(pre-revised) or Level 12 in Pay matrix for Category No.1, Grade Pay of Rs.8,700(pre-revised) or Level 13 in the Pay Matrix for Category No. 2 and Grade Pay Rs.10,000(pre-revised) or Level 14 in the Pay Matrix for Category No.3. Tours will be subject to approval of the competent authority.

8. Leave

The Consultants shall be entitled to leave of 8 days in a year on pro-rata basis. Additional leave without pay would be permitted upon approval by the reporting officer.

9. Screening Committee & Consultancy Evaluation Committee (CEC)

The composition of the Screening Committee for shortlisting of applications [ref. Para 5(iii)] and composition of the Consultancy Evaluation Committee [ref. Para 5(iv)] and the final approving authority are as under:

Screening Committee for shortlisting the applications

	Additional Secretary/Adviser – Chairman
	Adviser – Member
	Adviser - Member

Consultancy Evaluation Committee* for selecting the candidates

	CEO#
	AS&FA or Representative of AS&FA
	Adviser(Admn)
	Adviser to be nominated by CEO

*The CEC may include an outside expert on case to case basis.

CEO may like to nominate an officer of the level of Additional Secretary as Chairman of CEC.

10. Conflict of Interest

The Consultant shall be expected to follow all the rules and regulations of the Government of India as applicable to Group 'A' officers 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 Consultant are not found satisfactory or found in conflict with the interests of the Government, his/her services will be liable for discontinuation without assigning any reason.

11. Termination Notice

The NITI Aayog can cancel the appointment 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 NITI Aayog.

12. Relaxation:

Under exceptional circumstances and in the case of meritorious candidates the above guidelines may be relaxed with the approval of Vice-Chairman, NITI Aayog.

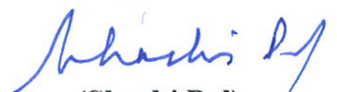
13. Verification:

The Police verification of the Consultants shall be done as per the latest instructions issued by MHA.

14. The Consultant shall not, except with the previous sanction of NITI Aayog or in the bona fide discharge of his or her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter in any newspapers or periodical either in his own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter relates to subject matter assigned to him by NITI Aayog.

15. Consultants engaged under the guidelines dated 23.12.2015, shall continue to be governed by the terms and conditions of the guidelines dated 23.12.2015.

16. This issues with the concurrence of JS&FA vide Dy. no. 1112 dated 23-08-2016 and approval of Vice-Chairman, NITI Aayog.



(Shashi Pal)

Deputy Secretary to the Govt. of India