

**No. I&M P-27(1)/2011-Pt
Planning Commission
(Minerals Division)**

Sub: Requirement of Consultant in the Minerals Division, Planning Commission. New Delhi

The Minerals Division which is dealing with planning and coordinating activities of Ministry of Mines, Ministry of Steel, Ministry of Earth Sciences and Department of Atomic Energy and also of various States/UTs, needs services of a **Consultant**. The job requirement and qualifications, etc are as follows:

(A) Job requirement:

- (i) Facilitate in the activities on planning process for Minerals & Mines Sector and thereby formulation of Annual Plans and Five Year Plans preparation of concept papers/policy papers, etc
- (ii) Preparation of discussion papers, appraisal notes on investment proposals for the consideration of senior officers and providing support in organizing meetings and related activities.
- (iii) Any other work assigned by Adviser (Minerals).

(B) Qualifications:

(a) Essential:

- (i) Masters Degree in Geology or Applied Geology of a recognized University or equivalent.
- (ii) 10 years experience in research/design/development or in planning/execution of research and development programmes/projects in the field of Mines & Minerals
- (iii) Knowledge of National Mineral Policy and Mining Laws.
- (iv) Computer Skills in word processing, excel, power point presentation, etc

(b) Desirable:

- (i) Ph.D. degree in any area of Geology/Applied Geology of recognized University.
- (ii) Experience of conducting/organizing/planning research in multi-disciplinary areas or in frontier areas/newly emerging areas in Mineral Sector.
- (iii) Experience of collection, analysis and dissemination of scientific and technological information related to Mineral Sector.

Retired Government employees with (i) grade pay of Rs. 7600/- and above & (ii) at least 10 years experience in the required domain field would also be eligible for this position. The other components of qualifications, etc remain same.

(C). Duration

(i) The appointment of Consultant would be on Full-Time basis and he/she would not be permitted to take up any other assignment during the period of Consultancy with the Planning Commission. The appointment would be of a temporary (non-official) nature. (ii) Candidates selected will be appointed on contract basis for an initial period of one year. This term can be extended for a maximum period of five years on year to year basis depending upon performance/need of the Planning Commission. The maximum period of engagement of Consultant shall not exceed 5 years in any case. However, the appointment can be terminated by Planning Commission at any time without giving any reasons.

(D). Age limit

The maximum age limit shall be 65 years.

(E). Fees & Local Conveyance

(i) Rs. 40,000/- to Rs. 70,000/- depending upon educational qualification and experience plus Rs. 3000/- p.m. as local conveyance. (ii) The amount of fee in the case of retired government official appointed as Consultant shall be decided in such a way that the fee plus pension drawn by him / her shall not exceed the last pay drawn.

(F). Other Aspects of Appointment

1. A retired Government officials 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.
2. The Consultant shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc. However, they will be entitled for "local conveyance" as mentioned above.

3. Consultant shall be eligible for 8 days' leave in a calendar year on pro-rate basis. Therefore, he/she shall not draw any remuneration in case of his / her absence beyond 8 days in a year (calculated on a pro-rata basis). Also unavailed leave in a calendar year cannot be carried forward to next calendar year.
4. No TA/DA shall be admissible for joining the assignment or on its completion. Consultant will not be allowed foreign travel at Government expenses. However, they will be allowed TA/DA for their travel inside the country in connection with the official work as per rules.

Interested candidates may send their CV as per the attached proforma by e-mail or post or even deliver by hand. The last date for receipt of applications is 30 days from the date of publication of this advertisement in the news paper.

Apply to:

**The Adviser (Minerals),
Room No.327
Yojana Bhawan, Sansad Marg,
New Delhi 110 001.
E-mail: advminerals-pc@nic.in**

**Format for the Application for the Post of Consultant in Minerals
Division of the Planning Commission**

Passport Size Photograph

1. Name
2. Father's Name
3. Date of Birth
4. Mailing Address
5. Permanent Address

6. Academic Qualifications
(in chronological order starting from the most recent)
7. Technical skills acquired, if any
8. Computer Knowledge
9. Present Employment and Details
10. Past Experience, if any
(in chronological order starting from the most recent)
11. Research Outputs

12. Please provide (in 200 words)
Statement of Purpose

13. Name, Address and Contact Number
Of two references with whom the
Candidate has worked

1.

Place:
Date:

2.

Signature
Name