

Yojana Bhawan, Sansad Marg,  
New Delhi, 6<sup>th</sup> November, 2009

**ORDER**

**Subject:- Procedure and Guidelines for engagement of Consultants in the Planning Commission.**

The scheme of engagement of Consultants in the Planning Commission shall henceforth be regulated as per the following guidelines:-

**1. General Conditions for engaging CONSULTANTS:-** Consultants would be engaged for a fixed period for providing high quality services to the Planning Commission or for attending to specific and time-bound jobs like preparation of project reports, etc. Consultants would normally not be appointed as Heads of Divisions and should not be engaged for routine day-to-day work.

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

The maximum continuous engagement for a person as Consultant would be 5 years. A person would again become eligible for engagement after working for a minimum period of 5 years outside the Planning Commission.

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 Planning Commission.

The appointment of Consultants is of a temporary (non-official) nature and the appointment can be cancelled at any time by the Commission without assigning any reason. The term Consultants would mean Consultants in any of the three categories mentioned in para 2.

**2. Qualification and Number of Consultants:** The total number of Consultants to be engaged in various Divisions of the Planning Commission under Plan Scheme-06.00.28-Expertise for Planning Process shall not exceed 60. The consultants shall be of 3 Categories:-

**(i) Young Professionals:**

(a) This would consist of professionals having Masters Degree in relevant subject 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.

(b) Retired Government employees with (i) Grade pay of Rs.6600 and above & (ii) at least 5 years experience in the required domain field would also be eligible for this position.

The number of young professionals will be about 25% of the total slots for all categories of Consultants i.e about 15.

**(ii) Consultants:**

- (a) This would consist of professionals having a Ph.D degree in relevant subject and minimum post qualification experience of 10 years in the requisite field.
- (b) 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 number of consultants would be about 60 % of the total slots for all categories of Consultants i.e. about 36.

**(iii) Senior Consultants:**

- a. This would consist of professionals having a Ph.D degree in relevant subject and minimum post qualification experience of 25 years in the requisite field. They should have high competency and established peer reputation.
- b. Retired Government employees of the level of Secretaries with experience and knowledge in the required domain field would also be eligible for this position.

The number of Senior consultants would be 15% of total slots for all categories of Consultants i.e. about 9

**3. Period of engagement:**- The maximum period of engagement of all three categories of Consultants shall not exceed 5 years in any case. The initial term of appointment and subsequent extension(s) if any, shall be decided on case to case basis depending upon the specific job and the time frame for its completion.

**4. Age-limit:**- The maximum age limit for all three categories of Consultants shall be 65 years.

**5. PROCEDURE**

(a) Procedure to be followed for selecting candidates for engagement as Young Professionals, Consultants and Senior Consultants:-

(i) Slots will be allocated to different Divisions within the total limit by the Administration Division with the prior approval of Deputy Chairman, Planning Commission. The Divisions desirous of engaging Consultants as per the slots allotted to them shall prepare Terms of Reference for the work to be done in the format prescribed at Annexure-I (Format can be expanded by the concerned Division based on their specific requirement) within the framework of provisions contained in :-

- Chapter Procurement of services (Rule 163, 165, 166, 170, 176 & 177) of GFR, 2005 (Annexure- II).
- Chapter VII- Selection of Individual Consultants (para 1.2.1, 7.1 & 7.2) of Manual of Policies and Procedure of Employment of Consultants (Annexure- III)

- (ii) Based on their requirement and slots allotted, the concerned Division will prepare an advertisement in the format outlined at **Annexure-IV (Format can be expanded by the concerned Division based on their specific requirement)** for inviting applications for engagement of Young Professionals/Consultants/Senior Consultants and place the same on Planning Commission website and also in one national newspaper (format outlined at **Annexure-V**).
- (iii) All the applications received in response to the vacancies advertised will be scrutinized and shortlisted by the concerned Divisions as per their requirement and in the light of consultancy guidelines. Thereafter, the **concerned subject Division** would submit a proposal before the Consultancy Evaluation Committee (CEC) as prescribed in para 1.6 of Manual of Policies and Procedure of Employment of Consultants (**Annexure- III**), which would recommend a panel of 3, which will include a waitlist of 2 persons, per vacancy for appointment. The CEC would be serviced by the concerned subject Division. The composition of the CEC shall be as under:-

**(iii) (a) For Young Professional**

Head of Subject Division	-Chairman
Deputy Secretary/Director (Adm.I)	-Member
Director (Integrated Finance)	-Member

**(iii) (b) For Consultants**

Member/MOS, Planning Commission dealing with the subject	-Chairman
Head of Subject Division	-Member
Adviser (Adm.)/Joint Secretary (Adm.)	-Member
Director (Integrated Finance)	-Member

**(iii) (c) For Senior Consultants**

Deputy Chairman, Planning Commission	-Chairman
Member/MOS, Planning Commission dealing with the subject	-Member
Secretary, Planning Commission	-Member
Head of subject Division	-Member
AS & FA (Plg.)	-Member

5.1. After approval of the Consultancy Evaluation Committee, the concerned subject Division will send the information alongwith the check-list (in format at **Annexure- VII**) signed by the concerned subject Division Head to Administration Division to issue offers to the selected candidates and to issue appointment orders, after they join.

## **6. ENTITLEMENTS OF ALL THREE CATEGORIES OF CONSULTANTS**

**6.1 Fee and Local Conveyance:-** The maximum amount of monthly consolidated fee and Local Conveyance payable to different categories of Consultants shall be as under:-

Young Professionals	Rs.25,000/- to Rs.40,000/- depending upon educational qualification and experience.  <u>Plus</u>  Rs.1500/- p.m. as local conveyance.
Consultant	Rs.40,000/- to Rs. 70,000/- depending upon educational qualification and experience.  <u>Plus</u>  Rs.3000/- p.m. as local conveyance.
Senior Consultant	Rs. 70,000/- to Rs.1,00,000/- depending upon educational qualification and experience.  <u>Plus</u>  Rs.10,000/- as local conveyance

The amount of fee in the case of retired Government officials appointed as Consultants in any of the three categories shall be decided in such a way that the fee plus pension drawn by him/her shall not exceed the last pay drawn.

**6.2 Drawal of Pension:-** A retired Government official appointed as Consultant in any of the three categories 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.

**6.3 Allowances:-** The Consultants 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 per the rates prescribed in para 6.1 above. Senior Consultant would also be entitled for residential telephone facility. The maximum reimbursable amount in their case would be Rs.2,800/- per month. Senior Consultants would also be provided with one personal staff from outsourced category subject to availability.

**6.4 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 Commission 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.

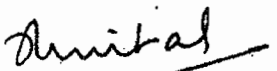
**6.5 TA/DA:-** No TA/DA shall be admissible for joining the assignment or on its completion. Consultants will not be allowed foreign travel at Government expenses. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work as per details specified in Annexure-VI

**6.6 Library Facility:-** The consultants shall have access to the Planning Commission Library during the period of their engagement and shall be allowed to borrow books as per the Library Rules.

7. Planning Commission's circular No. A-12013/47/2006-Adm.I dated 21<sup>st</sup> June, 2007 regarding norms for determining the quantum of fee to be paid to Consultants being engaged by the Planning Commission, stands withdrawn with the issuance of this Order. The existing Consultants will continue as per their existing entitlements/remuneration till they complete their presently sanctioned tenures and their cases would not be reopened. However, if the present sanctioned tenure of the Consultants is ending prior to 31.03.2010, the concerned Division, may, if the case so warrants, propose the extension of their tenure till 31.03.2010 latest on the terms prior to the issue of this order.

8. In case the consultants want to be considered for selection under the new guidelines, then on expiry of their existing consultancy tenure, they will have to apply afresh in response to advertisements, if any, placed on Planning Commission website and newspaper by various Divisions for appointment of Consultants, and consequently compete with other applicants to be considered for selection for appointment as Consultants in any of the three categories after following the due procedure as per the new guidelines. However, for determining the total period of five years, services earlier rendered by these Consultants will be counted.

9. This issues with the approval of Deputy Chairman, Planning Commission after consultation with Internal Finance vide their ID No.6045 dated 5.11.2009.

  
(Bavi Mital)  
Adviser (Adm.)

Copy to PSs to DCH/MOS (Plg.)/Members/Secretary  
All Divisional Heads of the Planning Commission  
Circulated in Yojana Bhawan through e-mail.

**Terms of Reference for engagement of all three categories of Consultants under the Plan Scheme- 06.00.28- Expertise for Planning Process.**

**(i) Precise statement of Objectives:-**

(Disciplines or the domains where engagement of consultants is required should be indicated)

**(ii) Outline of the tasks to be carried out:-**

(Details of work required to be carried out/ specific tasks/activities to be assigned to Consultants should be indicated)

**(iii) Schedule for completion of Tasks:-**

(This should be framed in such a manner that both the time frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment).

**(iv) The support or inputs to be provided by Planning Commission to facilitate the Consultancy:-**

(Officer who will provide guidance to the Consultant and to whom reporting is to be done should be specified here)

**(v) The final outputs that will be required of the Consultant at the end of the consultancy period should be specified.**

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# **EXTRACTS FROM GFR 2005**

## **II PROCUREMENT OF SERVICES**

**Rule 163.** The Ministries or Departments may hire external professionals, consultancy firms or consultants (referred to as consultant hereinafter) for a specific job, which is well defined in terms of content and time frame for its completion or outsource certain services.

**Rule 164.** This chapter contains the fundamental principles applicable to all Ministries or Departments regarding engagement of consultant(s) and outsourcing of services. Detailed instructions to this effect may be issued by the

concerned Ministries or Departments. However, the Ministries or Departments shall ensure that they do not contravene the basic rules contained in this chapter.

**Rule 165. Identification of Work / Services required to be performed by Consultants :** Engagement of consultants may be resorted to in situations requiring high quality services for which the concerned Ministry/ Department does not have requisite expertise. Approval of the competent authority should be obtained before engaging consultant(s).

**Rule 166. Preparation of scope of the required work / service :** The Ministries / Departments should prepare in simple and concise language the requirement, objectives and the scope of the assignment. The eligibility and pre-qualification criteria to be met by the consultants should also be clearly identified at this stage.

**Rule 167. Estimating reasonable expenditure :** Ministry or Department proposing to engage consultant(s) should estimate reasonable expenditure for the same by ascertaining the prevalent market conditions and consulting other organisations engaged in similar activities.

**Rule 168. Identification of likely sources :**

(i) Where the estimated cost of the work or service is upto Rupees twenty-five lakhs, preparation of a long list of potential consultants may be done on the basis of formal or informal enquiries from other Ministries or Departments or Organisations involved in similar activities, Chambers of Commerce & Industry, Association of consultancy firms etc.

(ii) Where the estimated cost of the work or service is above Rupees twenty-five lakhs, in addition to (i) above, an enquiry for seeking 'Expression of Interest' from consultants should be published in at least one national daily and the Ministry's web site. The web site address should also be given in the advertisements. Enquiry for seeking Expression of Interest should include in brief, the broad scope of work or service, inputs to be provided by the Ministry or Department, eligibility and the pre-qualification criteria to be met by the consultant(s) and consultant's past experience in similar work or service. The consultants may also be asked to send their comments on the objectives and scope of the work or service projected in the enquiry. Adequate time should be allowed for getting responses from interested consultants

**Rule 169. Short listing of consultants :** On the basis of responses received from the interested parties as per Rule 168 above, consultants meeting the requirements should be short listed for further consideration. The number of short listed consultants should not be less than three.



**Rule 170. Preparation of Terms of Reference (TOR) :** The TOR should include

- (i) Precise statement of objectives;
- (ii) Outline of the tasks to be carried out;
- (iii) Schedule for completion of tasks;
- (iv) The support or inputs to be provided by the Ministry or Department to facilitate the consultancy.
- (v) The final outputs that will be required of the Consultant;

**Rule 171. Preparation and Issue of Request for Proposal (RFP) :** RFP is the document to be used by the Ministry / Department for obtaining offers from the consultants for the required work / service. The RFP should be issued to the shortlisted consultants to seek their technical and financial proposals. The RFP should contain :

- (i) A letter of Invitation
- (ii) Information to Consultants regarding the procedure for submission of proposal.
- (iii) Terms of Reference (TOR).
- (iv) Eligibility and pre-qualification criteria incase the same has not been ascertained through Enquiry for Expression of Interest.
- (v) List of key position whose CV and experience would be evaluated.
- (vi) Bid evaluation criteria and selection procedure.
- (vii) Standard formats for technical and financial proposal.
- (viii) Proposed contract terms.
- (ix) Procedure proposed to be followed for midterm review of the progress of the work and review of the final draft report.

**Rule 172. Receipt and opening of proposals :** Proposals should ordinarily be asked for from consultants in 'Two-bid' system with technical and financial bids sealed separately. The bidder should put these two sealed envelopes in a bigger envelop duly sealed and submit the same to the Ministry or Department by the specified date and time at the specified place. On receipt, the technical proposals should be opened first by the Ministry or Department at the specified date, time and place.

**Rule 173. Late Bids :** Late bids i.e. bids received after the specified date and time of receipt, should not be considered.

**Rule 174. Evaluation of Technical Bids :** Technical bids should be analysed and evaluated by a Consultancy Evaluation Committee (CEC) constituted by the Ministry or Department. The CEC shall record in detail the reasons for acceptance or rejection of the technical proposals analysed and evaluated by it.

**Rule 175. Evaluation of Financial Bids of the technically qualified bidders :** The Ministry or Department shall open the financial bids of only those bidders who have been declared technically qualified by the Consultancy Evaluation

Committee as per Rule 174 above for further analysis or evaluation and ranking and selecting the successful bidder for placement of the consultancy contract.

**Rule 176. Consultancy by nomination :** Under some special circumstances, it may become necessary to select a particular consultant where adequate justification is available for such single-source selection in the context of the overall interest of the Ministry or Department. Full justification for single source selection should be recorded in the file and approval of the competent authority obtained before resorting to such single-source selection.

**Rule 177. Monitoring the Contract :** The Ministry / Department should be involved throughout in the conduct of consultancy, preferably by taking a task force approach and continuously monitoring the performance of the consultant(s) so that the output of the consultancy is in line with the Ministry /Department's objectives.

**MANNUAL OF POLICIES**  
**AND**  
**PROCEDURE OF EMPLOYMENT**  
**OF**  
**CONSULTANTS**

## Chapter - I

### 1.1 Purpose

1.1.1 The purpose of these Guidelines is to define the Government of India's broad policies and procedures for selection, contracting and monitoring of consultants and other professional services providers financed from Govt. of India's resources. *Projects funded partially or in whole by loan/grant from International organizations like International Bank for Reconstruction and Development (IBRD), International Development Association (IDA) or grant from the Bank or trust funds would normally be governed by guidelines agreed to in the respective loan/credit agreement with them.*

1.1.2 For the purpose of these Guidelines, the term consultant(s) includes a wide variety of private and public entities, including consulting firms, engineering firms, construction management firms, management firms, procurement agents, inspection agents, auditors, investment and merchant bankers, universities, research institutions, government agencies, non governmental organizations (NGOs) and individuals/experts. These organizations as consultants could be used for help in a wide range of activities - such as policy advice; institutional reforms; management; engineering services; construction supervision/ project management; feasibility studies, financial services; privatization studies and procedures; procurement services; social and environmental studies; and identification and preparation of projects; development of Computer hardware/software services etc. to complement the capabilities of the Government Ministry / department or other Government authorities (referred as "employer" hereafter).

### 1.2 When and how to engage Consultant

1.2.1 The specific purpose and the specific rules and procedures to be followed for employing Consultants depend on the circumstances of the particular case. However, following main considerations would guide the need and the selection process:-

- (a) Absence of required expertise in-house;
- (b) The need for high quality services;
- (c) The need for economy and efficiency;
- (d) The need to have qualified Consultants for providing the specific services;
- (e) The importance of transparency in the selection process;
- (f) The identification of scope of work and the time frame for which services are to be availed of.

2. **Combined Quality Cum Cost Based System (CQCCBS):** This method of selection shall be used for highly technical projects where weightage needs to be given to higher technical standards, while finalizing the prices, as per para 3.12 below.

3. **Quality Based Selection (QBS):** This method of selection may be used under the following circumstances:

(i) the outcome of the assignment will have high impact and hence it is essential to engage most qualified consultant. Examples are national policy formulation; capacity building program etc.

(ii) the assignment is very complex or highly specialized where it is difficult to define scope of work with accuracy. Examples are country specific study; reforms related studies, high precision scientific work etc.

4. **Cost Based Selection (CBS):** This method of selection may be used for the assignments of following nature: (i) assignment where any experienced consultant can deliver the services without requirement of specific expertise. Examples are traffic surveys, market surveys etc. and (ii) cost of which shall not exceed Rs. Ten lakh.

1.5.3 **Selection by direct negotiations:** The selection by direct negotiations/nomination is permissible in terms of Rule 178 of General Financial Rules, 2005 under exceptional circumstance such as (a) for tasks that represent a natural continuation of previous work carried out by the firm, (b) in case of emergency situation, situation arising after natural disasters, situations where timely completion of the assignment is of utmost importance, (c) situations where the execution of assignment may involve use of proprietary techniques or only one consultant has requisite expertise. Such selection may normally be restricted to a financial ceiling of Rs. Ten lakh.

#### **1.6 Consultancy Evaluation Committee (CEC)**

For all cases having financial implications of more than Rs. Ten lakh, a CEC comprising of at least three members at appropriate level including Financial Adviser or his representative and also a representative of the user shall be constituted by the employer in order to carry out the consultant selection procedure. The CEC shall be responsible for all aspects and stages of the consultant selection i.e. issuance of EOI, evaluation of EOI, short-listing of consultants, deciding Terms of Reference, issuance of RFP, evaluation of technical and financial proposals, negotiations and final selection of the consultant. Even in case of selection of consultant by direct negotiations having financial implication of more than Rs. 10 lakh, the CEC shall negotiate with the consultant on technical and financial aspects.

[Note: Separate committees may be constituted for separate assignments.]

## Chapter – VII

### Selection of Individual Consultants

- 7.1. Individual consultants are normally employed on assignments for which (a) teams of personnel is not required, (b) no additional outside professional support is required, and (c) the experience and qualifications of the individual are the paramount requirement.
- 7.2. Selection of Individual consultants shall be carried out by advertising the requirement in at least one national newspaper of repute. Selection shall be based on their qualifications for the assignment. They shall be selected through comparison of qualifications of at least three candidates among those who have expressed interest in the assignment or have been approached directly by the Employer. Individuals employed by Employer shall meet all relevant qualifications and shall be fully capable of carrying out the assignment. Capability is judged on the basis of academic background, experience, and, as appropriate, knowledge of the local conditions, such as local language, culture, administrative system, and government organization.
- 7.3. Selection will be carried out by the CEC as mentioned in para 1.6 which will award marks for the educational qualifications and experience and select the most suitable candidate for the assignment. The CEC may also interview the candidates and award marks for their performance in the interview and recommend the remuneration to be paid.
- 7.4. From time to time, permanent staff or associates of a consulting firm may be available as individual consultants. In such cases, the conflict of interest provisions described in these Guidelines shall apply to the parent firm.
- 7.5. Individual consultants may be selected on a direct negotiation basis with due justification in exceptional cases such as: (a) tasks that are a continuation of previous work that the consultant has carried out and for which the consultant was selected competitively; (b) assignments lasting less than six months; (c) emergency situations resulting from natural disasters; and (d) when the individual is the only consultant qualified for the assignment.

No.  
Government of India  
Planning Commission

Division, Planning Commission requires services of (No. of slots to be filled up) Outside Experts/ Retd. Govt. servants for appointment as non-official Consultants (any of the three categories) with the following job description and educational qualification:-

**(I) Job Requirement**

As per detailed Terms of Reference at Annexure I

**(ii) Essential Qualifications**

**i) Young Professionals :**

(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.

(b) Retired Government employees with (i) Grade pay of Rs.6600 and above & (ii) at least 5 years experience in the required domain field would also be eligible for this position.

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

**(ii) Consultants:**

(a) Professionals having a Ph.D degree in relevant subject and minimum post qualification experience of 10 years in the requisite field.

(b) 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.

**(iii) Senior Consultants:**

(a) Professionals having a Ph.D degree in relevant subject and minimum post qualification experience of 25 years in the requisite field. They should have high competency and established peer reputation.

(b) Retired Government employees of the level of Secretaries with experience and knowledge in the required domain field would also be eligible for this position.

**(iii) Desirable**

- 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 collection, compilation and analysis of statistical data, computer skills and preparation of Project Reports/Reviews/Notes/Briefs etc.

**(iv) Duration**

Candidates selected will be appointed on contract basis for an initial period of one year. This term can be extended upto maximum 5 years depending on the performance of the candidate/need of the Planning Commission. However, the maximum duration of the contract will not be extended beyond five years.

**(v) Fee**

For  
outside  
experts

The consolidated fee shall range between Rs.25,000/- and Rs.40,000/- per month (for Young Professionals)/ between Rs.40,000/- to Rs.70,000/- (for Consultants) and between Rs.70,000/- to Rs.1,00,000/- for Senior Consultants, depending on the qualification and work experience of the selected candidate.

For Retd.  
Govt.  
servants

The amount of fee in the case of retired Government officials appointed as Consultants in any of the three categories shall be decided in such a way that the fee plus pension drawn by them shall not exceed the last pay drawn. However, they will continue to draw pension and the dearness relief on pension during the period of their engagement as Consultant

**(vi) Local  
Conveyance**

Consultants in any of the three categories will be paid an additional amount of Rs.1500/- per month (in case of Young Professionals)/ Rs.3000/- per month (in case of Consultant) and Rs.10,000/- per month (in case of Senior Consultant) as local conveyance

2. Interested candidates may send their CV in the enclosed format by e-mail/post within 15 days from publication of this vacancy in newspaper at the following address:-

Shri (Name & Designation of the concerned officer in the Division).  
Room No. \_\_\_\_\_, Yojana Bhawan,  
Sansad Marg,  
New Delhi- 110 001  
Tel. \_\_\_\_\_  
Email address.



**Application format for appointment as Consultant in the Planning Commission.**

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:

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

9. Work Experience

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

10. Whether  
SC/ST/OBC: \_\_\_\_\_

11. Reference:

(i)

(ii)

(Signature)

Date \_\_\_\_\_

**GOVERNMENT OF INDIA  
PLANNING COMMISSION**

Applications are invited for (Number of slots to be filled) Young Professionals/ Consultants/Senior Consultants in \_\_\_\_\_ Division of the Planning Commission on payment of consolidated monthly fee ranging between Rs.25,000/- to Rs.40,000/- plus Rs.1,500/- p.m. as Local Conveyance (for Young Professionals)/ ranging between Rs.40,000/- to Rs. 70,000/- plus Rs.3,000/- p.m. as Local Conveyance (for Consultants)/ ranging between Rs.70,000/- to Rs.1,00,000/- plus Rs.10,000/- Local Conveyance for Senior Consultants. Full details of the vacancy circular are available on Planning Commission website [www.planningcommission.gov.in](http://www.planningcommission.gov.in) under the link 'Circular).

The last date for receipt of applications is 15 days from the date of publication of this advertisement in the newspaper.

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TA/DA ENTITLEMENTS FOR CONSULTANTS

Types of Consultant	TA/DA (on Tour) Entitlement
Young Professionals	<p>TA - Reimbursement of Second AC Train Fare.</p> <p>DA - Reimbursement for Hotel accommodation of upto Rs.500/- per day; reimbursement of travel charges of upto Rs.100/- per diem for travel within the city and reimbursement of food bills not exceeding Rs.150/- per day.</p>
Consultant	<p>TA- reimbursement of Second AC Train fare/ Air fare (economy class).</p> <p>DA- Reimbursement for Hotel accommodation of upto Rs.1500/- per day; reimbursement of travel charges of upto Rs.150/- per diem for travel within the city and reimbursement of food bills not exceeding Rs.200/- per day.</p>
Senior Consultant	<p>TA- reimbursement of Air fare (economy class).</p> <p>DA- Reimbursement for Hotel accommodation of upto Rs.3000/- per day; reimbursement of non-AC taxi charges of upto 50 Kms. per diem for travel within the city and reimbursement of food bills not exceeding Rs.500/- per day.</p>

**Check-list to be sent to Administration by the Concerned Subject Division of the Planning Commission.**

1.	Whether an advertisement was placed on Planning Commission website for inviting applications for appointment of Consultant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Whether the vacancy was published in the Newspaper?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Whether 15 days time for applying against the vacancy was given after publication of the vacancy circular in the Newspaper?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Whether the short-listed candidates fulfilled the criteria regarding educational qualification and experience?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Whether a panel of 3 including a waitlist of 2 persons, per vacancy has been recommended by the duly constituted Consultancy Evaluation Committee (CEC)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	Whether the fee recommended is as per the prescribed norms?	Yes <input type="checkbox"/> No <input type="checkbox"/>

(Signature)

Name of the Head of the Division

No.A-12013/23/2009-Adm.I  
Government of India  
Planning Commission

New Delhi, 21<sup>st</sup> July, 2010

**ORDER**

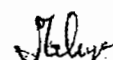
**Subject: Procedure and Guidelines for engagement of Consultants in the Planning Commission-Amendment regarding TA entitlement of Senior Consultant.**

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It has been decided with the approval of the Competent Authority to partially modify the provisions of Annexure-VI to Planning Commission's order of even number dated 6<sup>th</sup> November, 2009, on the subject cited above, in so far as TA entitlement on Domestic Travel in respect of Senior Consultants is concerned. The revised provision may be read as under:-

Type of Consultant	TA/DA (on Tour) Entitlement
Senior Consultant	TA-Reimbursement of Air fare (Executive Class)

2. This order will be effective from the date of issue.
3. All other terms and conditions in the aforesaid consultancy guidelines dated 06.11.2009 will remain same.
4. This issues with the approval of Deputy Chairman, Planning Commission, in consultation with Internal Finance Division vide their ID No. 6650 dated 09.07.10.

  
(S.Mukherjee)  
Deputy Secretary (Adm.)

No.A-12013/23/2009-Adm.I  
Government of India  
Planning Commission

New Delhi, 09 May, 2011

ORDER

**Subject: Procedure and Guidelines for engagement of Consultants in the Planning Commission-Amendment regarding maximum age and educational qualification of Consultants**

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It has been decided to carry out following modification in Planning Commission's order of even number dated 6<sup>th</sup> November, 2009 on the subject cited above as given below:-

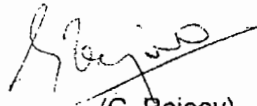
S. No.	Para modified/deleted/Added	Existing Provision	Amended Provision
1	<b>Para 2(ii) (a)</b> regarding Educational Qualification and Experience for appointment as <b>Consultants</b> .	Professionals having <b>Ph.D degree</b> in relevant subject and minimum post qualification experience of <b>10 years</b> in the requisite field.	Professionals having <b>Masters degree or Bachelors degree in Engg., Law or Medicine</b> in relevant subject and minimum post qualification experience of 10 years in the requisite field. <b>It is further provided that for very bright candidates, the Evaluation Committee can relax the post qualification experience requirement upto 5 Years.</b>
2	<b>Para 2 (iii) (a)</b> regarding Educational Qualification and Experience for appointment as <b>Senior Consultants</b> .	Professionals having Ph.D degree in relevant subject and minimum <b>post qualification experience of 25 years</b> in the requisite field.	Professionals having Ph.D degree in relevant subject and minimum <b>post qualification experience of 15 years</b> in the requisite field.
3	<b>Para 4</b> regarding maximum Age limit for appointment of all categories of <b>Consultants</b> .	Maximum age limit for <b>all three categories of Consultants</b> shall be <b>65 years</b> .	<b>Maximum age limit for appointment of Young Professionals shall be 40 Years</b> and for Consultants and Senior Consultants shall be 65 years.

4 (i)	<b>Annexure IV</b>		
	Para (ii) (ii) (a) regarding Educational Qualification and Experience for appointment as <b>Consultants.</b>	Professionals <b>having Ph.D degree</b> in relevant subject and minimum post qualification experience of <b>10 years</b> in the requisite field.	Professionals <b>having Masters degree or Bachelors degree in Engg., Law or Medicine in relevant</b> subject and minimum post qualification experience of 10 years in the required field.
(ii)	Para (ii) (iii) (a) regarding Educational Qualification and Experience for appointment as <b>Senior Consultants.</b>	Professionals having Ph.D degree in relevant subject and minimum <b>post qualification experience of 25 years</b> in the requisite field.	Professionals having Ph.D degree in relevant subject and minimum <b>post qualification experience of 15 years</b> in the requisite field. <b>For very bright candidates, the Evaluation Committee can relax the post qualification experience requirement upto 5 Years.</b>
(iii)	<b>Para (vii)</b> Regarding age limit	-----	The following para shall be added: in annexure IV below para (vi) -  <b>para (vii)</b> Age Limit: Maximum age limit for appointment of Young Professionals shall be 40 Years and for Consultants and Senior Consultants shall be 65 years.

2. This order will be effective from the date of issue.

3. All other terms and conditions in the aforesaid consultancy guidelines dated 06.11.2009 shall remain same.

4. This issues with the approval of Deputy Chairman, Planning Commission, in consultation with Member Secretary, Planning Commission and AS & FA (Plg.).

  
(G. Rajeev)  
Under Secretary (A-1)

Copy to PSs to DCH/MoS(Plg.)/Members/Member Secretary.  
All Divisional Heads in the Planning Commission.  
Circulated in Yojana Bhawan through e-mail

