

Application for Consultant

Invitation for Application for hiring of Consultant in Arun Jaitley National Institute of Financial Management (AJNIFM) on contractual basis for carrying out time bound Consultancy work

Arun Jaitley National Institute of Financial Management (AJNIFM) wishes to engage Consultant for a fixed period of three months. Only persons with requisite qualification and experience as prescribed in Annexure 'A' would be hired. Each applicant has to specify for which post he/she is applying for in the format as per Annexure 'B'. Completed applications may be sent to director@nifm.ac.in. The details are as follows:

1. Qualification:

Essential /Desirable qualifications mentioned in Annexure 'A'

2. Work Description:

Making Procurement Manual for a Central Government Ministry. The consultant will be required to attend meeting in the Ministry & AJNIFM. Drafting and writing the chapters in consultation with all state holders will be the responsibility of the consultant.

3. Tenure:

2.1 The tenure of the Consultant/Research Associate is of a temporary nature and for a period of three months only. The appointment can be cancelled at any time by the Competent Authority of AJNIFM without assigning any reasons.

4. Other entitlements/Conditions:

3.1 Remuneration

Remuneration is lump sum and all-inclusive as mentioned in Annexure 'A'

3.2 Tax deduction at Source

Income tax or any other tax liable to be deducted, as per prevailing rules will be deducted at source before effecting the payment for which AJNIFM will issue a TDS certificate

5. Confidentiality:

A. The Consultant/ Research Associate may not, except with the previous sanction of AJNIFM in the bonafide discharge of his/her duties, publish a book or a compilation of articles in a radio broadcast or contribute an article or write a letter to any newspaper or periodical, either in his/her own name or anonymously or pseudonymously in the name of any other person, without the prior approval.

B. During the period of assignment with AJNIFM, the professionals would be subject to the provision of Indian Official Secret Act, 1923 and shall not divulge any information gathered by him/her during the period of his/her assignment to anyone who is not authorised to know/have the same.

C. The professionals appointed by the Institute shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of AJNIFM.

6. Termination of Agreement:

AJNIFM may terminate a contract to which these terms apply if:

- i) The Consultant/ Research Associate is unable to address the assigned works ii) Quality of the assigned works is not to the satisfaction of AJNIFM iii) The Consultant/ Research Associate fails in the timely achievement of the

milestone as finally decided by AJNIFM iv) The Consultant/ Research Associate is found lacking in honesty/integrity or violates the confidentiality clause

v) The consultancy cannot be terminated by the Consultant/ Research Associate during the fixed term of the Consultancy

7. Application deadline:

Opening Date of applications : **25.11.2020**

Last date of applications : **02.12.2020**

Annexure A

Arun Jaitley National Institute of Financial Management

(An Autonomous organisation under Ministry of Finance, Government of India)

Arun Jaitley National Institute of Financial Management, Ministry of Finance, Government of India invites applications for a Consultant on contractual basis for a fixed term of three months.

Requirements are as follows:

S.No.	Name of the Post	Qualifications	Experience	Remuneration
1.	Consultant	Essential: 1. Master's Degree in any field.	Experience in making manual for any Government Organisation, should have experience in the procurement matters, should have at least 15 years of experience in Government sector.	Maximum Rs.2,50,000 consolidated, all inclusive and fixed depending on experience and qualification

Format for Application

i) Name in Block letters ii) Date

of Birth iii) Address for

Correspondence

iv) Contact No. Landline:.....Mobile:.....

v) Email vi) Academic Qualification (in reverse order, starting from the latest)

S.No.	Degree	Year	Subjects	University/Institute	Class/Division	Distinction (if any)

vii) Professional Qualifications (in reverse order, starting from the latest)

S.No.	Degree	Year	Subjects	University/Institute	Class/Division	Distinction (if any)

viii) List of Relevant technical and academic publications (Attach separate copy if required)

ix) Experience (in reverse order, starting from the latest)

S.No.	Name of Organisation	Post Held	Period		Brief Description of Work	Remarks
			From	To		

x) Post applied for:

Name and Signature of Applicant**Date:****Place:**