



The Handicrafts & Handlooms Exports Corporation of India Ltd.
(A Government of India Undertaking - Ministry Of Textiles)

Jawahar Vyapar Bhawan Annexe, 1, Tolstoy Marg, New Delhi-110001

Applications are invited for engagement of retired Government officers as 'Consultants' on contract basis in the Handicrafts and Handlooms Exports Corporation of India Ltd.

Applications are invited from retired Government Officers of the rank of Under Secretary or above, and retired from any Central Government offices Attached/Subordinate offices, having considerable experience in functioning of Central Government Ministries/Departments for engagement of 1 (one) Consultant at New Delhi location purely on contract basis for a period of one year.

2. The terms and conditions of the contract shall be as under:

- (i) The Consultants will be required to examine supervising and coordinate for all the functions viz., Finance, HR, Administration, Legal and Company Secretary activities etc. of the HHEC's closure.
- (ii) They should have attained not more than 63 years of age as on 31.07.2024.
- (iii) Working Hours shall normally be from 09.00 a.m. to 5.30 p.m. However, in exigencies of work, they may be required to sit late and may be called on Saturday/Sundays or other holidays.
- (iv) They will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement as 'Consultant' in the Ministry. All such documents will be the property of the Government.
- (v) They will not utilize or publish or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of their assignments or during the course of, assignment for the company without the express written consent of the Corporation.
- (vi) The Intellectual Property Rights (IPR) of the information as well as deliverables produced for the Corporation shall remain with the Corporation.
- (vii) Attention is drawn to Central Vigilance Commission's circular No. 01/0/2017 dated 23.1.2017 and circular No. 08/06/2011 dated 24.6.2011 regarding engagement of Consultants. They will be completely accountable for any advice or any service rendered by them during their engagement in this Corporation in view of norms of ethical business

and professionalism.

- (viii) They must act, at all times in the interest of Corporation and render any advice/service with professional integrity.
- (ix) They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in this Corporation.
- (x) The consultants so appointed shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department nor will they indulge in any activity outside the terms of the contractual assignment.

3. Remuneration and Allowances:

3.1. Emoluments: (please refer to OM No. 3-25/2020-E IIIA dated 9.12.2020 of Department of Expenditure, Ministry of Finance):

3.1.1. A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement.

3.1.2. The amount of remuneration so fixed shall be remain unchanged for the term of the contract. There will be no annual increment/ percent increase during the contract period.

3.2. In addition, the selected person shall also be made eligible for local conveyance @ 50% of the transport allowance drawn by him on last post. However, Dearness allowance shall not be admissible thereon.

3.3. Allowances: Consultants shall not be entitled to any kind of allowance or accommodation facility. However, should they require to travel inside the country in connection with the official work of the Corporation, TA/DA as admissible to a regular employee of the same grade he/she retired from will be paid to him/ her after obtaining approval of the competent authority.

- 4. Leave:** Consultants shall be eligible for 8 days leave in a calendar year on pro-rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultants. Un-availed leave shall neither be carried forward to next year nor encashed.
- 5. Tax Deduction at Source (TDS):** TDS as admissible shall be deducted from the monthly remuneration of Consultants. A TDS certificate shall be issued by the concerned DDO on demand.
- 6.** The engagement as Consultant shall not be Considered as a case of re- employment.

7. Eligibility Criteria for Engagement of Consultants:

The persons who wish to apply should fulfill the following criteria:

7.1 General Conditions:

- (i) Should have retired from any Central Government offices, Attached/Subordinate Offices and in the level of Under Secretary or above.
- (ii) Should not be more than 63 years of age as on 31.07.2024.
- (iii) He/ She should have excellent communication and interpersonal skills with excellent computer knowledge and computer operation.
- (iv) Under Secretary or Above with sound knowledge and experience in handling Establishment legal matters/ Court Cases/ Audit Paras/ RTIs/Grievances/ Annual Report/ and handling complicated vigilance cases/Arranging documents and Coordinating with other Corporate for disposal of HHEC Properties, HR issues like salary payment, settlement of PF payment of ex-employees; Settlement of Vendor and other Payments, Banking statutory Compliances, etc.

7.2 Period of Engagement (please refer to OM No. 3-25/2020-E IIIA dated 9.12.2020 of Department of Expenditure, Ministry of Finance)

- 7.2.I The initial engagement of a person as Consultant will be for the period of one year. After expiry of initial term, engagement may be extended, based on requirement of Corporation, with the approval of competent authority, for a maximum period of one year at a time.
- 7.2.II 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 in the Corporation.
- 7.2.III The appointment of Consultants is of a temporary (non-official) nature against the specific jobs/ assignments.

8. Procedure for Selection:

The Screening Committee to be constituted in the HHEC will scrutinize the applications and select consultants based on the eligibility criteria as stated in Para 7.1 above.

9. Termination of Consultancy:

The engagement of Consultants can be terminated by the HHEC at any time without assigning any reason thereof. However, Consultant will have to give 30 days advance notice or remuneration in lieu thereof before resigning from the engagement.

10. The candidates may mail/send their application in the prescribed format, on hhecrect01@gmail.com or through courier/post addressed to **The CMD, Handicrafts & Handlooms Exports Corporation of India Ltd, Jawahar Vyapar Bhawan Annexe, 1, Tolstoy Marg, New Delhi- 110001 by September 11, 2024 upto 5:00 p.m.** along with self attested copies of their certificates of educational qualification, age, experience, etc. The Applications received after due date/ not meeting the eligibility criteria and / applications not in the prescribed format will be rejected.

Note:

- 1 The furnishing of false information or suppression of any factual information in the Form would be a disqualification for the engagement.
- 2 If the fact that false information has been furnished or that there has been suppression of any factual information in the form comes to notice at any time during the engagement of retired employee, engagement/contract will be terminated without any notice immediately and the remuneration paid will be refunded/deposited to HHEC. Any action as deemed fit by HHEC Management may be taken.



**“THE HANDICRAFTS & HANDLOOMS EXPORTS CORPORATION OF INDIA LIMITED”
Jawahar Vyapar Bhawan, 1, Tolstoy Marg, New Delhi- 110001**

Application for engagement of

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|------------|
| Photograph |
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|---|--|--|
| 1 | Name : | |
| 2 | Father's / Husband's name : | |
| 3 | Sex (Male / Female) : | |
| 4 | Date of Birth & Age (as on the date of publication of the advertisement) : | |
| 5 | Category (Gen/SC/ST/OBC/Disabled) : | |
| 6 | Permanent Address : | |
| 7 | Present Address for communication : | |
| 8 | Telephone/ Mobile: | |
| 9 | E-mail : | |

10) Educational Qualifications (Starting from Matriculation/Secondary Examination):

| S.No | Degree/ Diploma | Name of the Educational Institute | Name of the Board/University | % of Marks Obtained | Class/ Division |
|------|--------------------|---|---------------------------------|------------------------|-----------------|
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Note:-You may attach additional sheet if the space above is insufficient.

11) Work Experience:

| Name of Organization/Type of Organization – Central Government / State/ Central /State PSU | Post(s) held | From | To | Years & Months | Scale of Pay | Job Responsibility |
|--|--------------|------|----|----------------|--------------|--------------------|
| | | | | | | |
| | | | | | | |

Note:-You may attach additional sheet to the hard copy for Qualification/ Experience if the space above is insufficient.

12) Details of present/ previous employer, if any:

| | |
|---|--|
| Name of the Organization | |
| Address: | |
| Nature of the Organization | |
| Name & Address of the HR Head/Personnel Dept. Head: | |

13) Additional relevant information, if any, in support of your suitability for the said engagement (Attach a separate sheet if necessary)

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle. I have read this document and ready to accept the terms and conditions for engagement of consultants. I also understand that action against me will be taken by the concerned authorities, if I am declared by them to be guilty.

Place:
Date:

(Signature of candidate)