

No.21/7/2023-CS.I (Coord.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS.I Division)

2nd Floor, 'A' Wing, Lok Nayak Bhawan,
Khan Market, New Delhi-110003

Dated the 02nd July, 2024


OFFICE MEMORANDUM

Subject: Engagement of retired Government Officers as Consultants on contract basis in National Pharmaceutical Pricing Authority (NPPA) in Department of Pharmaceuticals –regarding.

Reference is invited to Letter No. 11011/4/2023-Estt.(NPPA) dated 27.06.2024 (Copy enclosed) inviting applications from retired Government officers on the subject mentioned above. The last date for receipt of applications is 21 days from the date of the publication of circular.

2. In case of any further clarification, applicants are requested to directly contact the concerned Ministry/Department/Office.

Encl: As above


02/07/2024
(Sunil Kumar)

Under Secretary to the Government of India

To

The retired CSS Officers (Through DoPT's website)

F.No. 11011 4/2023-Estt.(NPPA)
 Government of India
 Ministry of Chemicals & Fertilizers
 Department of Pharmaceuticals
 National Pharmaceutical Pricing Authority

3rd& 5th Floor.
 YMCA Cultural Centre Building.
 1, Jai Singh Road, New Delhi-110001

Dated 27.06.2024

To,

**Under Secretary,
 C.S. I Division,
 D/o Personnel & Training,
 Lok Nayak Bhawan, New Delhi.**

Subject:Publication of advertisement for hiring of Three (3) Consultants on contract basis on DOP&T website.

Sir,

National Pharmaceutical Pricing Authority (NPPA) under the Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers is to engage retired Government Servants in following categories of Consultants:

Consultant (Tech, Grade I) : No of posts: 1

Essential qualification	Bachelor's Degree in any discipline or equivalent Degree
Experience	Retired officers in the grade of Deputy Secretary and above or retired executives of Listed/Corporate/PSUs entities of equivalent grade/scale having 20 years of post-qualification experience. Officers having experience in pharmaceutical sector and working in Govt. Sector will be given preference. Good Knowledge of working in MS Office including Excel and having good communication& analytical skills.
Upper Age Limit	Not be more than 64 years on the last date of the application.

Consultant (Non-Tech, Grade II) : No of posts: 2

Essential qualification	Bachelor's Degree in any discipline or equivalent Degree
Experience	3 years working experience as Under Secretary,Deputy Secretary retired under Govt. set up or employee in equivalent grade/scale of Listed,Corporate,PSUs entities with 10-15 years working experience. Officers having experience of working in Govt. Sector will be given preference Good Knowledge of working in MS Office including Excel and having good communication& analytical skills.
Upper Age Limit	Not be more than 64 years on the last date of the application.

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2. Detailed Terms & Conditions, qualifications for engagement and format the application are available on NPPA's website [https:// www.nppaindia.nic.in/](https://www.nppaindia.nic.in/) .
3. It is requested that the Notice may be uploaded on DOPT's website for wider publicity.

Yours faithfully,

(K Suresh Kumar)
Under Secretary(Admin)
Tel: 011-23444534

Signed by
Suresh Kumar Kothagundu
Date: 27-06-2024 12:16:55

FNo 11011/4/2023-Estt.(NPPA)
Government of India
Ministry of Chemicals & Fertilizers
Department of Pharmaceuticals
National Pharmaceutical Pricing Authority

3rd& 5th Floor,
YMCA Cultural Centre Building,
1, Jai Singh Road, New Delhi-110001
Dated .06.2024

NOTICE

Subject: Hiring of Twenty-three (23) Consultants & Twelve (12) Young Professionals in the office of NPPA on contract basis.

National Pharmaceutical Pricing Authority (NPPA), D/o Pharmaceuticals, Ministry of Chemicals & Fertilizers proposes to engage Twenty-three (23) Consultants & Twelve (12) Young Professionals in the office of NPPA on contract basis as detailed below:

S.No.	Name of Post	Approved strength	Remuneration
1.	Consultant (Tech Grade I)	1	In case of retired Central Govt. Employees: fixed monthly amount shall be admissible arrived at by deducting basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract. In case of Listed/Corporate/PSU entities employees: Rs. 65,000/- fixed Note: A fixed amount of Rs. 5000/- per month shall be paid as Transport allowance to Consultant (Tech, Gr I /Non-Tech, Gr.-II)
2.	Consultant (Non-Tech Grade II)	2	
3.	Sr. Consultant (Legal)	1	Rs. 80,000/-
4.	Sr. Consultant (Pharma)	2	Rs. 80,000/-
5.	Consultant (Pharma)	4	Rs. 65,000/-
6.	Consultant (Medical Device)	2	Rs. 65,000/-
7.	Consultant (Legal)	2	Rs. 65,000/-
8.	Consultant (Data Analysis)	2	Rs. 65,000/-
9.	Consultant (Cost Grade -I)	7	Rs. 65000/-
10.	Consultant (Cost Grade-II)		Rs 55000/-
11.	Young Professional (Pharma)	6	Rs. 50,000/-
12.	Young Professional (Medical Device)	2	Rs. 50,000/-

13	Young Professional (Data Analysis)	4	Rs. 50,000/-
	Total	35	

2. Detailed Terms & Conditions, qualifications for engagement and format of the application is attached herewith. Interested candidates may send their applications in closed envelope in the prescribed format along with self-certified supporting documents within Twenty-One (21) days from the date of publication of the circular/notice in Employment News/ Newspapers to Under Secretary (Admin), National Pharmaceutical Pricing Authority, 5th floor, YMCA Cultural Centre Building, 1 Jai Singh Road, New Delhi-110001.

Encl: As above

(K Suresh Kumar)
Under Secretary to the Govt. of India
Tel: 011-23444545

General Terms and Conditions for Hiring of Sr. consultant/ Consultant (Tech Gr I and Non-Tech, Grade-II)/Consultants/Young Professionals in NPPA

1. Hiring of Sr. consultant/ Consultant (Tech Gr I and Non-Tech, Grade-II)/ Consultants/Young Professionals in NPPA shall be for a given period of work or for a period up to one (01) year). This term can be extended up to three (03) years depending on the satisfactory performance of the candidate or as per requirement of the office/NPPA. In general, consultant/YP will not be allowed to serve beyond the maximum age of 65 years.

2. Legal Status – The individual Sr. consultant/Consultants (Tech Gr I and Non-Tech, Grade-II)/Consultants/Young Professionals shall have the legal status of an independent Sr. consultant/Consultant/YP vis-a-vis the NPPA and shall not be regarded for any purpose as being staff member or an official of the NPPA. As such nothing within or relating to the contract shall establish the relationship of employer and employee between the NPPA and the individual Consultant/YPs.

3. Eligibility: Eligibility of the Sr. Consultants/Consultants (Tech Gr I and Non-Tech, Grade-II)/ Consultants/Young Professionals is enclosed at **Annexure-A** and format of application is at **Annexure-B**.

4. (a) **Fee:** The monthly consultancy fees shall be as under: -

- i. Sr. Consultant (Legal / Pharma) – Rs. 80,000/- fixed
- ii. Consultant (Legal/ Pharma/Medical Device/Data Analysis/ Cost Grade I)– Rs. 65,000/- fixed
- iii. Consultant (Cost Grade II)- Rs 55000/ fixed
- iv. Consultant (Tech, Gr I and Non-Tech, Grade-II)–

In case of retired Central Govt. Employees: fixed monthly amount shall be admissible arrived at by deducting basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract.

In case of Listed/Corporate/PSU entities employees Rs. 65,000/- fixed

Note: A fixed amount of Rs. 5000/- per month shall be paid as Transport allowance to Consultant (Tech, Gr I /Non-Tech, Gr.-II) in case of both retired Central Govt. Employees and Listed/Corporate/PSU entities employees.

- v. Young Professional (Pharma/Medical Device/Data Analysis) – Rs. 50,000/- fixed

(b) The consolidated fee will include applicable taxes and no other allowance i.e. DA, HRA, Transport Allowance etc. will be paid. In case of retired Govt. Servant appointed as consultant, the consultancy fee shall be decided as per the relevant rules of Government of India subject to the ceiling mentioned in 4 (a)(iv) above.

(c) The Sr. Consultants/Consultants (Non-Tech, Grade-II)/ Consultant (Tech Gr I)/ Consultants/Consultant (Cost-Grade I and Grade II)/Young Professionals shall

not be eligible for any claim or any other benefit/compensation. It also does not grant the Sr. Consultants/Consultants/YPs any right for future employment/regularization in NPPA/Govt of India or any benefits admissible to the regular employees of NPPA. The Sr. Consultants/ Consultants (Non-Tech, Grade-II)/ Consultant (Tech Gr I)/ Consultants/ Consultant (Cost-Grade I and Grade II)/Young Professional shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc, or any other benefits available to the NPPA employees on regular basis. These guidelines shall stand modified as per the amendments and order issued from time to time by the nodal departments such as Department of Personnel and Training (DoP&T) and Department of Expenditure (DoE).

(d) Annual Increment of 5% on initial consolidated fee may be awarded to the Sr. Consultants/ Consultants/Young Professional on completion of one year of service and who have been considered for continuation of service for subsequent year based on satisfactory performance as recommended by their respective Reporting Officer. The annual increment shall not be applicable to the retired government/PSU employee for the post of Consultants (Non-Tech, Grade-II) and Consultant (Tech Gr I).

5 . TA/DA: The individual Sr. Consultants/Consultants (Non-Tech, Grade-II)/ Consultant (Tech Gr I)/ Consultants/ Consultant (Cost-Grade I and Grade II)/Young Professional may be required to undertake domestic tours subject to approval of the Competent Authority and they will be allowed TA/DA reimbursement at par as admissible to the Under Secretary to the Government of India.

6. Leave: Sr. Consultants/ Consultants/ Consultant (Cost-Grade I and Grade II)/Young Professional shall be eligible for 12 days of leave during the period of one year on pro-rata basis besides the Gazetted holidays.

Consultants (Non-Tech, Grade-II)/ Consultant (Tech Gr I) shall be eligible for leave at the rate of 1.5 days for each completed month of service.

However, un-availed leave shall not be carried forward, in case of extension beyond one year. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave is taken.

Apart from this the Women Sr. Consultant/Consultant/Young Professionals maybe eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by Ministry of Labour and Employment vide no S-36012/03/2015-SS-1 dated 12th April 2017.

7. Standards of Conduct: The Sr. Consultants/ Consultants (Tech Gr I & Non-Tech-Gr-II)/ Consultants/ Young Professional shall observe the general acceptable office etiquettes during the period of duty. He/she shall keep themselves abreast of the latest developments/ rules/regulations pertaining to their domain and advice the officers of NPPA accordingly. Failure to comply with the Rules/ Regulations issued by NPPA would attract grounds for termination of the services.

8. Prohibition of Sexual Exploitation and Abuse During the performance of their duties, the individual Sr. Consultants/ Consultants (Non-Tech, Grade-II)/ Consultant (Tech Gr I)/ Consultants/ Young Professionals shall comply with the

Sexual harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Any breach of the provisions thereof shall be a ground for termination of services. Any further action may also be recommended for appropriate legal action.

9. Confidentiality of Documents & Information: - The Individual Sr. Consultants/ Consultants/Young Professionals would be subject to the provisions of the Indian Official Secrets Act, 1923. They shall not use the name, emblem, or official seal of the NPPA for any commercial purpose other than discharging assigned duties.

10. Authenticity & Police Verification: -Police Verification of the Individual Sr. Consultants/ Consultants/YP may be done as per the latest instructions issued by **Ministry of Home Affairs (MHA)**. In case the police verification is received as negative, the contract of the Individual Consultant shall cease to exist with immediate effect without any notice. Further, if any declaration given or information furnished by Sr. Consultants/ Consultant/YP proves to be false or if he/she is found to have willfully suppressed any material information, he/she will be liable for removal from such contract and also such other action as the Government may deem necessary

11. Tax Deduction at Source: The income tax or any other tax liable to be deducted as per prevailing rule; will be deducted at source before realizing the payment and NPPA will issue TDS Certificate as the case may be. The NPPA takes no liability for taxes or other contribution payable by the individuals Sr. Consultants /Consultants (Non-Tech, Grade-II)/ Consultant (Tech Gr I)/ Consultants/ Young Professional on payment made under the contract.

12. Terms of Reference: Heads of Divisions shall be responsible for ensuring that detailed terms of references describing the work to be performed well in advance of the engagement of the Individual Consultants and submit it as Annexure in a timely manner to the Administrative Division for processing. The terms of reference are mandatory and shall form part of individual contract. The terms of reference shall include the outputs to be delivered and functions to be performed.

13. NPPA has the right to cancel the advertisement (partly or fully) and not to proceed in the matter of engagement of Consultant/Sr. Consultant /Young Professional, at any stage, accept or reject any or all applications, without giving any explanations, whatsoever.

14. Where Chairman, NPPA is of the opinion that it is necessary or expedient to do so, he/she may by order for reasons to be recorded in writing, relax any of the provisions of the guidelines.

15. Other Terms and Conditions of the Contract of Sr. Consultants/ Consultants (Tech Grade I and Non-Tech, Grade-II)/ Consultants/ Young Professionals

- a. Candidates shall be hired on contractual basis for a given period of work or for a period up to 1 year. This term can be extended up to three years depending on the performance of the candidate or need of the Authority. In

General consultant/YP will not be allowed to serve beyond the maximum age of 65 years.

- b. The Sr. Consultants/ Consultant/ YP shall be selected by a Selection Committee set up by the competent authority.
- c. Selection committee may reject the candidature of any candidate who are not found suitable in the interview with reasons to be recorded.
- d. The contract can be terminated at any time by NPPA without prior notice and without providing any reason thereto. However, in the normal course it will provide one month's notice to the Individual Sr. Consultants/ consultant/Young Professional. The Individual Sr. Consultants/ consultant/ Young Professional can also seek for terminations of the contract upon giving one month's notice to the NPPA.
- e. The Sr. Consultants/ Consultant/YP shall perform the duties assigned to him/her. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowance will be admissible in case of such assignment.
- f. The Sr. Consultants/ Consultants (Non-Tech, Grade-II)/ Consultant (Tech Gr I)/ Consultants/ Young Professionals during the contractual period cannot accept/ engage himself/herself in any other part-time job/profession of whatsoever kind.
- g. Basic support like office space, furniture, stationary, computer, access to internet etc. will be provided by NPPA so that assigned duties may be handled smoothly.
- h. Working hours shall normally be form 09.30 AM to 6:00PM during working days including half an hour break in between. However, in exigencies of work, he/she may be required to sit late and may be called on Saturday, Sunday and other Gazetted Holidays without any extra remuneration. Consultants/YPs shall be compulsorily required to enroll themselves in the Aadhar based Biometric Attendance System (BAS). Attendance registered by the staff in BAS only shall be taken as proof of their attendance in the office and on the basis of which fees/remuneration will be paid.
- i. The candidate shall not be entitled to any benefit like Provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to a Government appointed on regular basis.
- j. The payment of consolidated fee/ remuneration for a month shall be released to the account of the individual after verifying the bio-metric attendance/physical attendance.
- k. The candidates will not be granted any claim or right or preference for regular appointment to any post in the government set up.
- l. The candidate shall not be entitled to any TA for joining the appointment.
- m. Any dispute, controversy or claim between the parties arising out of the contract or the breach, termination or invalidity thereof unless settled

amicably between NPPA and the individual, shall be referred by either parties to Chairman, NPPA for arbitration. Chairman may appoint arbitrator for settlement of the controversy.

- n. The individual Sr. Consultant/ Consultant/ YP are expected to follow all rules and regulations of GoI which are in force. He/She is also required to expected to display utmost honesty, secrecy of office and sincerity while discharging duties. In case the service of the individual is not found satisfactory or found in conflict with interests of the NPPA, he/she will be liable for discontinuation without assigning any reason.
- o. If any declaration given or information furnished by Candidates proves to be false or if he/she is found to have willfully suppressed any material information, he/she will be liable for removal from such contract and also such other action as the Government may deem necessary.
- p. The hiring/contract will be subject to physical fitness and Candidates are required to submit a Medical Certificate from an MBBS doctor to this effect at the time of joining. In the event of death or grievous injury to the Individual consultant/Young Professional during the course of his/her duties, compensation shall not be payable to the Individual consultant/Young Professional or his/her dependents. It is desired that the Individual consultant/Young Professional takes out and maintain adequate insurance required to meet their obligations from own responsibility.
- q. Consultant/YPs shall be hired through an open advertisement, which will give all the necessary details viz. qualifications and the job requirement followed by selection through a selection committee set up by the NPPA. Selected candidates will be offered appointment letters to get the assignment. They would be required to join within prescribed period as indicated in the appointment letter.
- r. The applications should be sent to NPPA through speed post/Registered post, Courier or in person only. The office will communicate with the candidates through the e-mail only. Candidates are advised to keep checking their emails account regularly. Incomplete applications or applications without self attested copies of certificate of qualifications, age, etc, are liable to rejected summarily.

Annexure-A

Eligibility criteria are mentioned as under: -

Consultant (Tech, Grade I):

Essential qualification	Bachelor's Degree in any discipline or equivalent Degree
Experience	Retired officers in the grade of Deputy Secretary and above or retired executives of Listed/Corporate/PSUs entities of equivalent grade/scale having 20 years of post-qualification experience. Officers having experience in pharmaceutical sector and working in Govt. Sector will be given preference.

	Good Knowledge of working in MS Office including Excel and having good communication & analytical skills.
Upper Age Limit	Not be more than 64 years on the last date of the application.

Consultant (Non-Tech, Grade II):

Essential qualification	Bachelor's Degree in any discipline or equivalent Degree
Experience	3 years working experience as Under Secretary/Deputy Secretary retired under Govt. set up or employee in equivalent grade/scale of Listed/Corporate/PSUs entities with 10-15 years working experience.
	Officers having experience of working in Govt. Sector will be given preference. Good Knowledge of working in MS Office including Excel and having good communication & analytical skills.
Upper Age Limit	Not be more than 64 years on the last date of the application.

Sr. Consultant (Legal):

Essential Qualification	A Bachelor's Degree in Law (LLB) and Master's Degree in Law (LLM) from any recognized University- national or foreign, Enrolled as an Advocate with the Bar Council of India or any State Bar Council, under the provisions of the Advocates Act, 1961.
Experience	4 years work experience after LLB or LLM and having good knowledge of noting, drafting, Court procedures and appearances, briefing to the Government counsel, handling cases related to Pharmaceutical/Regulatory.
	Good Knowledge of working in MS Office and having good communication & analytical skills.
Upper Age Limit	40 years

Sr. Consultant (Pharma):

Essential Qualification	A Master Degree in Pharmacy from any recognized University-national or foreign.
Experience	4 years post qualification work experience in the field of Pharma Regulatory Affairs/Pharma Pricing/Pharma Production/Pharma Data Analysis/Drug Delivery and Research in the field of Pharmaceuticals and related subject.
	Good Knowledge of working in MS Office including Excel and having good communication & analytical skills.
Upper Age Limit	40 years

Consultant (Legal):

Essential Qualification	A Bachelor's Degree in Law from any recognized University- national or foreign, enrolled as an Advocate with Bar Council of India or any state Bar Council, under the provision of the Advocate Act, 1961
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Experience	2 years post qualification work experience and having good knowledge of noting, drafting, Court Procedures and appearances, briefing to the Govt. Counsel, handling cases related to Pharmaceutical/ Regulatory.
	Good Knowledge of working in MS Office and having good communication & analytical skills.
Upper Age Limit	35 years

Consultant (Pharma):

Essential Qualification	A Bachelor's Degree in Pharmacy from any recognized University-national or foreign. Candidates having Master degree will be given preference.
Experience	2 years post qualification work experience in the field of Pharma Regulatory Affairs/Pharma Pricing/Pharma Production/Pharma Data Analysis/Drug Delivery and Research in the field of Pharmaceuticals and related subject.
	Good Knowledge of working in MS Office including Excel and having good communication& analytical skills.
Upper Age Limit	35 years

Consultant (Medical Device):

Essential Qualification	A Bachelor Degree in Instrumentation/Clinical/Bio-Medical Engineering/Biotechnology from any recognized Institute/University-national or foreign; Post Graduation or Advanced Post Graduate Diploma in similar discipline would be desirable. In addition, M Pharma , M.S in Medical devices Technology.
Experience	2 years work experience in Medical Devices Manufacturing/Medical Devices Regulatory Affairs/ Medical Device research/ Medical Device testing Laboratory and related subject.
	Good Knowledge of working in MS Office including Excel and having good communication& analytical skills.
Upper Age Limit	35 years

Consultant (Cost):

Essential Qualification	Consultant (Cost Grade I): Chartered Accountant-I Final/Cost Accountant (CMA)- Final from institute of Chartered Accountants of India (ICAI)/ The Institute of Cost Accountants of India respectively.
	Consultant (Cost Garde II): Chartered Accountant-Intermediate/Cost Accountant (CMA)- Intermediate from Institute of Chartered Accountants of India (ICAI)/ The Institute of Cost Accountants of India respectively.
Experience	One year work experience including CA/CMA Internship.
	Good Knowledge of working in MS Office including Excel and having good communication& analytical skills.

Upper Age Limit	35 years
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Consultant (Data Analysis):

Essential Qualification	A Bachelor's Degree in Mathematics / Computer Science/Information Technology/Econometrics / Statistics or Post Graduate Degree / Post Graduate Diploma in Data Science from any recognized University-national or foreign.
Experience	2 years post qualification work experience in the field of Data Analysis the field of Pharmaceutical/ Medical Devices/ Regulatory Affairs/ Drug Research/Economic Research/ Statistics Research/ Marketing Research Good Knowledge of working in MS Office including Excel and having good communication& analytical skills.
Upper Age Limit	35 years

Young Professional (Data Analysis):

Essential Qualification	A Bachelor Degree in Mathematics / Computer Science /Econometrics / Statistics/ Economics from any recognized University-national or foreign.
Experience	Candidates having work experience in the field of Data Analysis will be given preference Good Knowledge of working in MS Office including Excel and having good communication& analytical skills.
Upper Age Limit	32 years

Young Professional (Pharma):

Essential Qualification	A Bachelor Degree in Pharmacy from any recognized University-national or foreign.
Experience	Candidates having work experience in the field of Pharmaceuticals sector will be given preference. Good Knowledge of working in MS Office including Excel and having good communication& analytical skills.
Upper Age Limit	32 years

Young Professional (Medical Device):

Essential Qualification	A Bachelor Degree in Bio-Medical Engineering/Electronics/Instrumentation/Biotechnology from any recognized Institute/University-national or foreign;
Experience	Candidates having work experience in the field of Medical Device/Pharmaceuticals sector will be given preference. Good Knowledge of working in MS Office including Excel and having good communication& analytical skills.
Upper Age Limit	32 years

Mode of Selection:-

- For Consultant (Non-Tech, Grade-II) and Consultant (Tech, Grade - I) , the selection shall be on the basis of Interview/Computer Proficiency Test of candidates having requisite experience.

- b. For Sr. Consultant (Legal as well as Pharma), Consultant (Pharma) and Consultant (Data Analysis), the candidates shall be shortlisted on the basis of merit list based on the Weighted Average of marks obtained in all the exams as give under:

S. No.	Examination	Weightage
1	12 th Class	20%
2	Under Graduation	30%
3	Post Graduation	20%

Note-For Candidates with 5 years integrated course, the Weightage will be 50% and the total Weightage will not exceed 70%.

ILLUSTRATION:

If a candidate has secured 80% in 12th Class, 60% in Under Graduation and 70% in Post Graduation the Weighted average shall be calculated as = (20% of 80=16) + (30% of 60=18) + (20% of 70=14)=48

- c. For Consultant (Cost Grade I and II), the candidates shall be shortlisted on the basis of merit list based on the Weighted Average of marks obtained in all the exams as given under:

S. No.	Examination	Weightage
1	12 th Class	20%
2	CA/CMA Intermediate Examination/Final	50%

If a candidate has secured 80% in 12th Class, 60% in CA/CMA intermediate Exam, the weighted average of marks obtained shall be calculated as = (20% of 80=16) + (50% of 60=30) = 46

- d. For Young Professional & Consultants other than (a), (b) & (c) above, the candidates shall be shortlisted on the basis of merit list based on the Weighted Average of marks obtained in all the exams as given below:

S. No.	Examination	Weightage
1	12 th Class	30%
2	Under graduation	40%

Note-For Candidates with 5 years integrated course, the weightage will be 40% and the total weightage will not exceed 70%.

If a candidate has secured 80% in 12th Class, 60% in Under Graduation the Weighted average shall be calculated as = (30% of 80=24) + (40% of 60=24) =48

- e. Applicants shall be shortlisted on the basis of marks as stated above for all categories except (a) above viz. Consultant (Non-Tech, Grade II)/Consultant (Tech, Grade - I) who will be selected based on the requisite experience. The shortlisted candidates shall be called for Interview and Computer Proficiency Test. The interviewers will assess the candidates on the basis of his/her communication skill, general awareness, interest in the field applied for and experience.

The merit list shall be prepared taking into account the following components:

S. No.	Examination	Weightage
1	Shortlisted marks	70
2	Personal Interview	30
	Total	100

The computer Proficiency Test shall only be of qualifying nature and the working knowledge of MS Office is compulsory. The candidates deficient in MS Office operation are liable to be summarily rejected

- f. The shortlisted candidates shall be informed 10 days in advance through e-mail for Interview and Computer Proficiency Test. The Candidates have to make their own arrangements and no TA/DA shall be reimbursed to them for appearing in Interview and Computer Proficiency Test.
- g. Existing Working Outsourced Staff of NPPA, having the desired educations qualification for the post advertised can also apply and they will be given suitable age relaxation.

Annexure-B

Application form for the post of Sr. Consultants/Consultants (Non-Tech, Grade-II)/ Consultants (Tech, Grade-I)/ Consultants/Young Professional in NPPA on Contractual Basis.

1. Name :
2. Date of Birth :
3. Father's Name:
4. Nationality :
5. Address for :
Correspondence

6. Permanent :

Address

7. Phone No.: :

8. E-Mail Address:

9. Educational Qualification: (on separate sheet):

S. No.	Name of the course	Subject	University/Institute	Year of passing	Marks %

10. Work Experience:

S. No.	Name of Organisation	Period		Name of post	Job Responsibilities	Reason for leaving
		From	To			

11. Have you worked earlier in NPPA: (Yes/No)

12. If yes, please specify duration of working and reasons for leaving:

13. Level of Knowledge of working on computer specially MS Office:

Computer Software Packages	Indicate below against each Excellent/Very good/ Good /Fair/None
i. MS Word	
ii. MS Excel	
iii. MS Power Point	

14. I understand that my selection as Sr. Consultants/ Consultants (Non-Tech, Grade-II)/ Consultants (Tech, Grade-I)/ Consultants/ Young Professionals

Shall not be eligible for any claim or any other benefit/compensation under provisions of any Act/Rules applicable to regular government employees. The engagement does not grant me any right for future employment/regularization in NPPA/ Govt. of India or any benefits admissible to the regular employees of NPPA. I shall not be able entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc, or any other benefits available to the NPPA employees on regular basis.

15. I undertake to abide by the terms and conditions of the advertisement Notice.

Date & Place:

Signature of the candidate:

Note: Self attested copies of certificates should be attached.