

TERMS OF REFERENCE FOR THE INDIVIDUAL CONSULTANT

Terms and conditions for engagement of Consultants (Finance & Accounts) in Atal Innovation Mission (AIM), NITI Aayog on Contract basis.

Atal Innovation Mission, National Institute for Transforming India (NITI) Aayog, Govt. of India invites application of retired Govt. servants from Central/ State Govt./ Autonomous/Regulatory/ Statutory Bodies / Academic/Research Institution of National/International repute / Public Sector Undertakings - having experience in finance, accounts, budget, Audit and Public Financial Management System (PFMS) related work and knowledge in handling Excel – for engagement as Consultants in Atal Innovation Mission, NITI Aayog initially for a period of one year, which is likely to be extended.

The personnel who have already retired or will retire by 31st March 2023 as Sr. Accounts Officers / Accounts officers / Assistant Accounts Officers / Section Officers / Under Secretary or equivalent (between Pay level 7 to 11) are eligible to apply in the prescribed format (**Annexure-1**) along with relevant documents such as Last Pay Slip, PPO and Educational Qualifications etc. Detailed Terms and Conditions of engagement as Consultant including eligibility, qualifications, experience, remunerations, and leave etc. are given in succeeding paras:

1. Duties and Responsibilities: The Consultant shall be responsible for activities of Budget, Finance & Accounts, Preparation of Sanction, Settlement of Personal Claims and PFMS related work of Atal Innovation Mission including performance of the following tasks on PFMS:

- (i) Registration of agencies on PFMS.
- (ii) Approval of agencies on PFMS as PD (Programme Division)
- (iii) Mapping of agencies with sanction generation user.
- (iv) Generation of sanction for payment through PFMS based on the physical sanction.
- (v) Mapping of agencies on EAT (Expenditure Advance and Transfer) module of PFMS.
- (vi) Providing EAT support to agencies.
- (vii) Processing of e-Bills, e-Claims through PFMS
- (viii) Processing of personal claims like TA etc.
- (ix) Other Miscellaneous work including Administration work

2. Tenure: The consultant shall be engaged initially for a period of one year which may be extended or curtailed, subject to review, at the sole discretion of Mission Director, Atal Innovation Mission.

3. Age Limit: The period of engagement of consultant shall not exceed beyond the age of 65 years.

4. Experience: The candidates should have experience in Finance, Accounts, Budget/Expenditure Management, Settle of Audit Observations, Grant-in-Aid, Public Financial Management Systems (PFMS)/E-Bill related work, preparation of Draft Sanctions, Bills (including settlement of TA & personal claims). The candidates should also have practical knowledge in handling Excel.

5. Remuneration: The selected candidates shall be paid fixed monthly amount which will be arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment during the contract period.

6. Transport Allowance: For the purpose of commuting between the residence and the place of work, a fixed monthly amount of Rs.3,600/- for Officers retired from Pay Level 7 to 8 and Rs.7,200/- for Officers retired from Pay Level 9 to 11 as per para 7.2 of the DoE OM dated 9th December, 2020 as Transport Allowance may be allowed to those, who get engaged as Consultants in AIM. The amount so fixed shall remain unchanged during the term of appointment.

7. Leave of Absence: Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

8. TA/ DA: The consultant, if required to undertake journey on domestic tour subject to approval of the competent authority shall be allowed TA/DA as per their entitlements at the time of retirement.

9. Exigencies of work: The Consultants may be required to perform duty on Saturdays, Sundays and other Gazetted holidays, and beyond office hours in case of exigency of work.

10. Deduction of Tax at source: The Income Tax or any other tax liable to be deducted, as per the prevailing rules shall be deducted at source before effecting the payment for which the AIM shall issue TDS Certificate/s. The AIM does not undertake any liability for other taxes or contribution payable by the consultant on payments made under the contract of consultancy.

11. How to apply: Interested candidates having required qualifications and experience and are serious to take up the assignment may send their completed application in the prescribed format as at Annexure-I through email to **admn-aim@gov.in** within **30 days from the date of advertisement in the newspaper.**

12. Selection Process: The shortlisted candidates will be called for an Online/ Physical interview, the date and time of which will be conveyed through e-mail and/or mobile in due course. Candidates will have to make their own arrangements to reach the place of interview. The competent authority reserves the right to select or reject a candidate or decide not to proceed with the selection process without assigning any reason.

ANNEXURE-I

PROFORMA FOR THE POST OF CONSULTANT IN AIM, NITI AAYOG, NEW DELHI

1. Name of the Candidate:
2. Father's Name:
3. Date of Birth:
4. Date of Retirement:
5. Age as on the date of submission of application: (YY/MM/DD):
6. Designation and Level of Pay at the time of retirement:
7. Gender:
8. Educational Qualifications:
9. Professional Qualifications:
10. Mobile No.:
11. Email ID:
12. Details of employment / Work Experience in chronological order, if applicable.
(Enclose a separate sheet, if space below is insufficient)

Department/ Institution/ Organisation	Post held with Scale of pay and Basic pay on the date of retirement	From	To	Nature of duties performed with specific reference to experience in working on PFMS

13. Details of courses/ training programmes attended, if any:
14. Details of previous Consultancy rendered, if any:
15. Address for communication:
16. Permanent Address:
17. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.
18. Remarks, if any:

(Signature of candidate)
Mobile No.:

Place:

Date: