



दामोदर घाटी निगम/Damodar Valley Corporation
मानव संसाधन विभाग/ Human Resource Department
डीवीसी टावर्स, वीआईपी रोड, कोलकाता-700054/DVC Towers, VIP
Road, Kolkata -700054



**ADVERTISEMENT FOR ENGAGEMENT OF PART-TIME CONSULTANT FOR
RESERVATION IMPLEMENTATION IN DVC**

(Advt. No. PLR/Part-Time Consultant/2022/02 Dated 21/12/2022)

Damodar Valley Corporation (DVC), one of the premier power utilities in India engaged in Thermal/ Hydel Power Generation, Transmission and Distribution invites **ONLINE** applications from **retired employees of Central/State Government Organizations/ Public Sector Undertakings/ Autonomous Organizations of Central/State Govt. including DVC** as Part-time Consultants.

The period of engagement shall be **6 (Six) months** from the date of engagement.

1. ELIGIBILITY CRITERIA FOR ENGAGEMENT OF PART-TIME CONSULTANTS

Sl. No.	Post Name	Post Level	No. of Posts	Essential Qualification and Experience Required	Position held at the time of retirement
1	Part-Time Consultant (Reservation Implementation)	M1/M-2	1	Any Graduate/Postgraduate. The incumbent must be well versed with reservation rule for SC/ST/OBC/EWS/PWD/ExServicemen in Recruitment and Promotion and may have been associated with GOI organization/commission or as Liasion Officer in Govt. Organization overlooking the activities of Implementation of Reservation. Must have worked in Pay Matrix Level of 7 to 10.	Any Officer of Central/State Govt.

Place of Posting: Kolkata (May need to visit other projects of DVC, located in Jharkhand and WB as per requirement).

Period of engagement: 6 (Six) Months

Job role/Assignment Description: The incumbent will assist in preparation of Reservation Roster in both DVC HQ Level and Project Level of all cadres in respect of SC/ST/OBC/EWS/PWD/Ex-Servicemen. He will impart training for preparation of roster and implementation of Reservation policy.

Note:

- (i) The Part-Time Consultant should be a retired employee of **Central/State Govt. Organizations/ Public Sector Undertakings/Autonomous Organizations of Central/State Govt. including DVC** having considerable experience of functioning of Central/State Government Ministries/Departments.
- (ii) The Part-Time Consultant should have effective communication and interpersonal skills with a strong flair for in-depth examination relating to Reservation Rules.
- (iii) VRS optees will not be considered.

2. AGE LIMIT

The age of the applicant shall not exceed **65 years** as on the closing date of the Online Application.

3. TERMS AND CONDITIONS FOR ENGAGEMENT OF PART-TIME CONSULTANT

- a. Part-time Consultants would work for a **maximum of 10 days in a month** and will draw consolidated monthly remuneration computed on a per-day basis (considering 26 days in a month) based on last pay drawn (Basic pay + DA) at the time of retirement minus Pension.
- b. **In cases where Pension is not applicable**, Part-time Consultants would be paid for a maximum of 10 days in a month and will draw consolidated monthly remuneration as mentioned in **Table-A** below computed on per day basis (considering 26 days in a month).

TABLE-A

Level of Part-time Consultants	Monthly Consolidated Remuneration where Pension is not applicable
M1 to M4 level	Rs. 45,000/-

- c. The total monthly consolidated remuneration and the pension drawn by the Part-time Consultant shall not exceed the last pay drawn by him/her calculated at the current rates of Dearness Allowance (DA).
- d. Part-Time Consultants would be entitled to TA/DA and other boarding/lodging charges as per entitlement applicable to the existing DVC employees of equal grades whenever tours are undertaken for the jobs related to assignment. All official tours shall be certified by the respective ED/HOD. The Part-time Consultant (retired) shall not be allowed foreign travel at organization expenses.
- e. **Drawal of Pension:** A retired employee appointed as Part-time Consultant shall continue to draw pension and the dearness relief on pension during the period of his/her engagement as Part-time Consultant. His/her engagement as Part-time Consultant shall not be considered as a case of re-employment.

- f. **Working Hours:** Working hours shall be as per DVC applicable rules. However, in exigencies of work, they may be required to sit late and may be called on Saturday/Sundays or other holidays. Compensatory leave shall be granted as per extant rules of DVC for additional hours or odd hours or holidays. Attendance shall be certified by the ED/HOD of the concerned functional area.
- g. **Cooling-off Period:** No retired Government official shall be eligible for engagement as Part-time Consultant unless there is a gap of Fifteen (15) days between his/her retirement and engagement as Part-time Consultant.
- h. **Termination of Engagement:** The contract shall remain terminable by giving 1 (One) month's prior notice from either side. DVC may terminate the engagement under any condition as mentioned below:
 - (i) The Part-time Consultant is unable to address the assigned works.
 - (ii) Quality of the assigned works is not to the satisfaction of DVC.
 - (iii) The Part-time Consultant fails in the timely achievement of the target as finally decided by DVC.
 - (iv) The Part-time Consultant is found lacking in honesty and integrity.
- i. **Tax Deduction at Source (TDS):** The Income Tax or any other tax liable to be deducted, as per the prevailing rules, shall be deducted at source from the monthly remuneration of Part-time Consultants. A TDS certificate to that effect shall be issued by the concerned DDO on demand.
- j. **Miscellaneous:** During the period of engagement in DVC, whatsoever, it may be as in case of regular employee, the following will not be applicable:
 - (i) Leave Travel Assistance (LTA).
 - (ii) Provident Fund (PF).
- k. **Rights of DVC:** DVC reserves the right to cancel the Notification/Advertisement and not go for engagement of Part-time Consultant(s) at any stage. It may accept or reject any or all applications, without giving any reasons thereof, whatsoever.

4. CONFIDENTIALITY OF DATA AND DOCUMENTS

- a. The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for DVC shall remain with DVC.
- b. The appointed Part-time Consultant has to maintain the integrity and secrecy of the documents or data collected during the course of his/her engagement and shall not engage himself/herself with any other business/organization during his/her tenure. The Part-time Consultant shall perform his/her duties with due diligence.
- c. The Part-time Consultant shall be bound to hand over the entire set of records of assignment to DVC before the expiry of the contract and before the final payment is released by DVC.
- d. **Signing of Documents:** The Part-time Consultant will not pass bills pertaining to the Department and will not supervise or control the day to day work of DVC.

5. CONFLICT OF INTEREST

- a. The Part-time Consultant appointed by DVC shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of DVC nor will he/she indulge in any activity outside the terms of the contractual assignment.
- b. The Part-time Consultant will not be entitled to any claim or any other benefit/compensation admissible to regular employees of DVC. The engagement does not grant the Part-time Consultant any right for future employment /regularization of service in DVC.

6. GENERAL INFORMATION AND INSTRUCTIONS

1. Only Indian Nationals are eligible to apply.
2. All qualifications should be from Universities/Institutions recognized and approved in India.
3. While applying for the post, the applicant must ensure that he/she fulfils the eligibility criteria and other norms as mentioned in this Advertisement and the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility criteria and /or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the above shortcoming(s) is/ are detected even after appointment, his/her services are liable to be terminated without any notice.
4. **CVC guidelines issued from time to time will be followed before engagement of retired employee as Part-time Consultant.**
5. DVC reserves the right to cancel/ restrict/ enlarge/ modify/ alter the recruitment/selection process, if need so arises, without issuing any further notice or assigning any reason thereof.
6. Any subsequent amendment/notice/corrigendum etc., if any, shall be made available on the DVC website only. As such, applicants are advised to keep visiting DVC https://www.dvc.gov.in/dvcwebsite_new1/ regularly for important updates till the completion of the recruitment process for the posts.
7. **The engagement does not confer any claim on the selected candidate for regular appointment in DVC.**
8. **The engagement is purely temporary in nature.**
9. No interim correspondence will be entertained on any account during the recruitment process. Canvassing in any form will be treated as disqualification.
10. Legal jurisdiction will be only at any appropriate court in Kolkata in case of any dispute.

7. HOW TO APPLY

Mode of Application: Applicants should apply through **DVC's Online Registration System only**. The Online Application facility will be available on the official website of DVC https://www.dvc.gov.in/dvcwebsite_new1/ (**Under Careers→ Recruitment→ Recruitment Notices**) and will remain activated from **11:00 A.M onwards of**

21/12/2022 to till 23:59 hrs of 10/01/2023. No other means/mode of application shall be accepted.

Before applying ONLINE, candidates are advised to read the Detailed Advertisement/Notification carefully and must ensure that they fulfill the essential requirements of the Post and other conditions as mentioned in the Notification.

Following Information/documents to be kept ready before applying ONLINE:

- a) **One recent scanned photograph of size 3.5cm X 3.5 cm (Between 10 KB to 250 KB) and signature of size between 10 KB & 100 KB to be uploaded while applying.** The photograph should be with clear front view of the applicant without cap or sunglasses. **Photograph and signature are mandatorily to be uploaded.**
- b) Scanned copy of documents to be uploaded relating to: **Degree Certificates of Educational or Professional Qualifications (mandatory to be uploaded).**
- c) Scanned copy of documents to be uploaded relating to **Experience Certificate(s), Copy of PPO Book, Last Pay Certificate issued by the employer as on date of Superannuation, Release/Termination Order, Proof of Identity, etc. as applicable.**
- d) Valid **E-Mail ID & Contact No.** of the applicant, which shall remain valid for at least 6 (six) months from the date of this notification.
- e) After having arranged all information/documents, applicants should visit the DVC website https://www.dvc.gov.in/dvcwebsite_new1/ and follow the instructions given in this detailed Notification/Advertisement. **Step 1** is to fill in all the particulars in the Online Application Form. After filling in the details, the applicants can edit the data and update. **Step 2** is to upload the photograph and signature etc **Step 3** is to Preview the application form and then final **Step 4** is to **SUBMIT** the application. Application once submitted cannot be edited. Only Submitted applications shall be accepted.
- f) After successful submission of the online application including uploading of scanned photograph & signature, a **Unique Registration/Application Number** will be generated and thereafter the applicants need to take a printout of the application so made. Printout without system-generated number will not be accepted in any case.
- g) Applicants are advised to take 2(two) Print outs of the **Online Application Form** for future reference.
- h) Applicants will be informed about the **mode of Interview i.e. to appear in-person or through online method** with details of date, time and venue, etc. In case, it is decided to conduct interview through online method, the applicant should be able to connect through Google Meet/Zoom/ Webex, etc. as the case may be. All details regarding selection process shall be hosted on the DVC website https://www.dvc.gov.in/dvcwebsite_new1/ (**Under Careers→ Recruitment→ Recruitment Notices**) only. No individual call letters to shortlisted candidates for appearing in interview will be sent separately by post other than by email/general notice on the DVC website.

- i) In case the interviews are held by appearing in-person, the candidates will be required to bring along the **ORIGINAL CERTIFICATES** of all supporting documents such as **Certificates of Experience, Educational/Professional Qualification and Degree Certificates, PPO Book, Release/Termination Order, Proof of Date of Birth, ID Proof, etc.** at the time of Interview along with a **set of photocopy of each (self-attested) and print out of ONLINE Application generated at the time of the registration.**
- j) **No hard copy of the Online Application Form or certificates/testimonials to be sent to DVC HQ before appearing for the Personal Interview.**
- k) No request with respect to the change in any data entered by the candidate will be entertained once the application is submitted successfully.
- l) Only ONLINE applications will be accepted. **Application forms not filled in correctly or incomplete application forms will summarily be rejected.**
- m) No **TA/DA** shall be paid for attending the Interview.

8. IMPORTANT DATES:

Opening Date of ONLINE Application	21.12.2022 (From 11:00 A.M onwards)
Closing Date of ONLINE Application	10.01.2023 (Till 23:59 hrs)
List of Shortlisted candidates, Date, Time & Venue for In-person Interview or through online mode	Shall be notified later on the DVC website only https://www.dvc.gov.in/dvcwebsite_new1/ <i>(Under Careers → Recruitment → Recruitment Notices)</i>
Helpline No:- 033-6607-2539/32 (For Eligibility related queries)/033-6607-2849 (For technical issues) (During Official working hours only) Email-ID: recruitment@dvc.gov.in	

Note: Any corrigendum and subsequent changes in Date of Interview, Venue, etc. will be notified on DVC website only. Therefore, all applicants are requested to visit the DVC website https://www.dvc.gov.in/dvcwebsite_new1/ (Under Careers → Recruitment → Recruitment Notices) regularly for important updates.

Executive Director (HR)
For & on behalf of DVC