

## EXPORT INSPECTION COUNCIL

EIC / D (Q/C) / OS – 2 / 2011 – 12 /

28 December 2011

### **CIRCULAR FOR APPOINTMENT OF CONSULTANT – LAISION & PR**

Applications are invited from experienced professionals of the level of Under Secretary/Deputy Secretary/Director and equivalent in Government of India, Autonomous / Statutory Bodies and Central PSUs / PSEs for engagement as Consultant – Supervision & Liaison on fixed term basis, for coordinating and facilitating the related matters in the Export Inspection Council at New Delhi. The appointment will be purely on fixed term basis, initially for a period of 6 months, which can be extended at the same terms and conditions or curtailed as per the performance and requirement of the job. This contractual appointment is need based for a limited period and it will not confer any right or privileges on the appointee for regular appointment.

The details of qualification, experience, selection procedure and consolidated remuneration are as under:

#### **QUALIFICATION AND AGE:**

- Professionals of the level of Under Secretary (Deputy Director) / Deputy Secretary (Joint Director) / Director (Additional Director) and equivalent or above from Government of India and its Attached & Subordinate offices, Autonomous / Statutory Bodies and Central PUS / PSEs. For the purpose, copies of last posting, experience and last pay drawn may be submitted while expressing the interest.
- Age should not be more than 65 years, on the last date of application.

#### **EXPERIENCE:**

The person should have experience and procedural knowledge along with strong liaison support on the matters relating to:

- (i) Obtaining approvals / permissions / clearances required for construction/hiring of Office Building, including Legal requirements from developmental agencies like DDA; HUDA; Municipal Corporations in Faridabad and Delhi,
- (ii) Hiring / selection of architects, contractors / builders, site engineers etc.,
- (iii) Coordination of entire activities relating to construction of building, starting from approvals to selection of agencies till final completion of the building (ready to occupy stage) to ensure that all work is done timely.

Note: Persons who are computer savvy and can manage the assigned task/job independently shall be preferred.

#### **REMUNERATION:**

- (i) Under Secretary or equivalent: Rs. 25,000/- per month consolidated.
- (ii) Deputy Secretary or equivalent: Rs. 30,000/- per month consolidated.
- (iii) Director and equivalent or above: Rs. 35,000/- per month consolidated.

## **SELECTION PROCEDURE:**

- The shortlisted eligible candidates may be called for interview and on the basis their performance in the interview; the selection will be made.
- No TA/DA will be provided to the candidates for attending the interview.
- Interested candidates may furnish their applications in confidence to the Director, Export Inspection Council of India, on or before 15<sup>th</sup> February, 2012, at the address mentioned above, with at least the following details:

1. Name:
2. Name, address and contact numbers of organization last served:
3. Post held at the time of retirement:
4. Address for communication with Mobile / telephone number and E-mail address:
5. Date of birth\*:
6. Date of retirement:
7. Educational qualifications\*:
8. Experience details for last 10 years:

Period		Organization	Post held	Pay & GP	Nature of work
From	To				

9. Whether any penalty (minor or major) was imposed during the service? If yes, give details.
10. Whether any disciplinary proceeding was pending at the time of retirement? If yes, give details.

\* Self certified copies of related testimonials must be enclosed with the application.

- Persons against whom any penalty was imposed during their service career or those who were convicted for any criminal offence by any court of law shall not be considered.

