

GOVERNMENT OF PUDUCHERRY

LABOUR DEPARTMENT

Labour Department Complex, Vazhuthavur Road
Gandhi Nagar, Puducherry – 605 009.

**REQUEST FOR PROPOSAL
FOR APPOINTMENT OF CONSULTANT
FOR SETTING UP OF PUDUCHERRY SKILL DEVELOPMENT CENTRE
PUDUCHERRY**

TIME SCHEDULE

Last Date for receipt of Application: Upto 5.30 p.m. on..5 .1st.2015

1. Letter of Invitation

To

<Name of the Consultant>

<Address>

Sub: Selection of consultant for setting up of Skill Development Centre in Puducherry.

Union Territory of Puducherry is fast becoming the most vibrant state with rapid industrialization and economic growth, progressive governance, people with good entrepreneurship skill and excellent infrastructure facilities like good road network and good communication system.

2. The Labour Department, Government of Puducherry has been in the forefront of implementing various skill building programmes with the aim of helping people get jobs and this, in-turn facilitates industrial development. At present there are nine 9 Govt. ITIs and 8 private ITI s functioning under this Directorate.

3. To further promote the skill building exercise with the future requirement of high growth industries, the Labour Department intends to set up a Skill Development Centre Viz., Puducherry Skill Development Centre with the objectives of

a. To bring together in due course and at one place, facilities of higher order for the training of workers, unemployed youth, students etc. in various skills having better and more employability.

- b. To ensure a steady flow of skilled workers in different trades for the industry and also self employment by systematic training so as to develop a high standard of proficiency to Craftsman in various skills for enhancing opportunities of Employability and
- c. To reduce unemployment among the educated youths by equipping them for suitable industrial/organizations and other common avocations.

Tasks to be carried out by the Consultant

- i) Arrangements pertaining to setting up of Puducherry Skill Development Centre under the Society.
- ii) Collection of information and expertise with other institutions/associations and organizations in the field of technical skill development training and education.
- iii) Collection & compilation of information of skill oriented training/skill demand in all fields and other allied subjects and to assess skill training proposed to be imparted.
- iv) Preparation of proposals and filling up of administrative, technical, ministerial and other posts with the approval of Government.
- v) Arrangement of selection/engagement of training providers both in Govt./Private for the conduct of training courses depending upon the skill training proposed to be conducted.

PERIOD OF ENGAGEMENT :

Consultants (Retired Govt. Officials) shall be engaged for a minimum six months period required. The maximum period of engagement shall be for a period of 2 to 5 years. The initial engagement for a retired Govt. official as Consultant shall be for a period of six months and shall be extended in six monthly periods not exceeding a maximum of 2 to 5 years. The initial term of appointment and subsequent extension(s) if any, shall be decided on case to case basis depending upon the specific job of a specialized nature with the recommendation of Consultancy Evaluation Committee of the Department concerned constituted for this purpose and its review report with the approval of competent authority viz., Lt. Governor, Puducherry.

The appointment of Consultant is on full-time and they shall not be permitted to take up any other assignment during the period of Consultancy.

The appointment of Consultants shall be of a temporary (non-official) nature against the specific jobs and the appointment can be cancelled at any time by the Department without assigning any reason.

QUALIFICATION AND EXPERIENCE:

Education: B.E./B.Tech. Mechanical/Electronics/Bio-Medical with Computer knowledge.

Experience: Working experience of 15 years in the field of Training Institute as supervisor/Head of Institute at Govt. Departments/Undertaking.

AGE LIMIT:

The maximum age limit for the Consultants will be 65 years. No retired Govt. Servant should be engaged as a Consultant beyond the age of 65 years.

FEE:

The Consultancy Fee is fixed as Rs.20,000/- per month. The amount of Consultancy fee for the retired Govt. officials shall not exceed the ceiling of Last Pay Drawn minus Pension and DA.

ALLOWANCES:

The Consultants shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, Medical Reimbursement, Insurance etc. However they will be entitled for Travelling Allowance on official tour at the rates applicable to a Govt. Officer holding equivalent post on regular basis. His/Her engagement as Consultant shall not be considered as case of re-employment.

LEAVE:

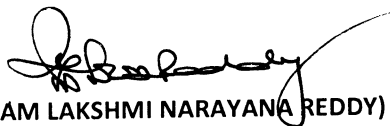
Consultants shall be eligible for 8 days leave in a calendar year on pro-rate basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on a pro-rata basis). His/hers unavailed leave in a calendar year cannot be carried forward to next year as well as not entitled for encashment of unavailed leave. The Govt. Department would be free to terminate the services in case of absence of consultant by more than 15 days beyond the entitled leave in a calendar year.

AGREEMENT:

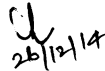
An agreement shall be executed with the Consultant so engaged in the proforma given in Annexure II.

APPLICATION:

Willing candidate shall apply in the proforma as in Annexure –I .The last date for receipt of application is 05/01/15 at 05.30 PM.


(YASAM LAKSHMI NARAYANA REDDY)

Commissioner of labour –cum-Secretary (FIVTIS)


26/12/14

ANNEXURE-I

PROFORMA

**APPLICATION FOR ENGAGEMENT OF RETRIED GOVT. OFFICIALS AS
CONSULTANTS IN GOVT. DEPARTEMENTS/AUTONOMOUS BODIES**

Recent
Passport size
Photo to be
Pasted here

1. Name :
2. Date of Birth :
3. Address for communication :
4. Contract Number :
5. E- mail Id :
6. 6.1 Date of joining in Govt. Service:

6.2 Date of retirement and post
In wich retried

6.3 Name of the Department
Organization from which retired :
6.4 Last Pay drawn
(copy of PPO to be enclosed) :
Educational Qualification :
- 7.Details of Knowledge in computer :
- 8.Brief Particulars of Experince with :
- 9.Nature of duites performed
(starting from last appointment :

Sl No.	Name of the Ministry / Dept.	Period		Post held	Nature of work
		From	To		

10. Additional information if any, in _____ :

Support of the suitability of the post

Declaration

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare tht I was clear from vigilance angle at the time of retirement.

Place:

Signature of Applicant

Date :

ANNEXURE-II

**PROFORMA FOR AGREEMENT TO BE EXECUTED WITH THE CONSULTANT
ENGAGED ON CONTRACT BASIS**

This AGREEMENT on this day ----- BETWEEN the PERSIDENT OF INDIA through the Secretaty / Head of Department concerned (hereinafter called the Employer which expression shall unless excluded by or repugnant to the context, be deemed to include his Successors in office and assign) of the one part and Mr./Ms -----(Name and address) (hereinafter called Appointee) of the part.

WHEREAS, the Employer is desirous to have the service of the Appointee to engage him/her as full time/part time Consultant on contract basis in ----- Department, Government of puducherry (herinafter called the said Department) and he shall attend the works pertaining to -----(Nature of works) and also any other assigned by the employer.

AND WHEREAS the Appointee having agreed to take up the assignment as full-time/part -time Consultant on contract basis and having reported for duty on ----- and the Employer willing to engage the Appointee in the aforesaid capacity for a period of six months or till the necessity therfore ceases, whichever is earlier on the terms and conditions hereafter appearing.

NOW, THEREFORE, THIS AGREEMENT as under:

- (i) The consultancy service will be on full time/part time basis.
- (ii) The engagement will be for a period of six months from the date of engagement.
- (iii) The Appointee will be paid a total fee of Rs.----- (Rupees in words) per month.
- (iv) T.A./D.A on offical tour will be paid as per the entitlement to his/her counterpart in Government.
- (v) The Appointee is entitled for leave of 12 days in a Calender year on pro-rata basis.
- (vi) All expenses towards stamp duty, etc. on this agreement shall be borne by the Employer.
- (vii) He will report to the -----(officer concerned).

IN WITNESS WHERE OF the parties hereto have signed the Agreement the day and year
first above written.

Witness:

Head of Department concerned.

For and behalf of President of India

(Employer)

1.

2.

Consultant (Appointee)