

**Government of Madhya Pradesh
Finance Department
Directorate of Institutional Finance (DIF)
Madhya Pradesh**

"C" Wing, 1st Floor, Vindhyachal Bhawan, Bhopal
Tel: #0755-2551199, Email: difbho@mp.gov.in Website: www.dif.mp.gov.in

**Notice for appointment of Individual Consultant for providing consultancy services to
Finance Department, GoMP**

The Finance Department, Government of Madhya Pradesh intends to appoint an individual Consultant who shall be giving consultancy inputs to the office of Hon'ble Finance Minister with regard to monitoring of Beneficiary related scheme, inputs for Banking related matters and other such related activities as assigned by the office of Hon'ble Finance Minister.

Interested individual candidates may view the details pertaining to eligibility criteria either by downloading the tender document from DIF website, i.e. www.dif.mp.gov.in or by obtaining the same from DIF office. The interested individual Applicant may submit their proposal as per the requirement and formats provided in the tender document on or before 11th February 2019 till 1500 hrs. at the address provided therein.

DIF reserves the right to accept or reject any or all proposals without assigning any reason and shall bear no liability whatsoever consequent upon such decision.

COMMISSIONER
Institutional Finance



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Appointment of Individual Consultant for providing consultancy services to Finance Department, GoMP

Applications are invited from eligible individuals for appointment to the post of Consultant in Finance Department, Government of Madhya Pradesh.

2. JOB DESCRIPTION:

The Consultant shall be giving consultancy inputs to the office of Hon'ble Finance Minister with regard to monitoring of Beneficiary related scheme, inputs for Banking related matters and other such related activities as assigned by the office of Hon'ble Finance Minister.

3. PERIOD OF ENGAGEMENT :

The Appointment shall be on contractual basis and tenure for the services shall be 1 (one) year from the date of Appointment. The services may be extended by another 1 (one) year. Any further extension shall be after approval of the Finance Department.

4. ELIGIBILITY:

- Post Graduate in any discipline.
- Should have more than 25 (twenty five) years of Post Qualification experience.
- Should have at least 15 (fifteen) years of experience of working with Central Government/State Government/ Public Sector undertaking/regulatory commission/tribunal or statutory authority.
- Experience of working in the office of Central/ State Minister would be desirable.
- Should be an Indian resident.
- Should not have attained an age of 75 years on the Application due date.

5. REMUNERATION:

- During the period of service a consolidated remuneration of Rs. 50,000 (fifty thousand) shall be paid per month. No salary and allowances will be paid other than this remuneration.
- All payments shall be made in Indian Rupees and shall be subject to deduction of taxes, if any.

- During the period of contract the consultant can avail a maximum of 13 (thirteen) leave and 3(three) optional leaves during a calendar year. This leave shall not be accumulated for the next year. Any other type of leave will be considered as leave without pay.

6. SELECTION PROCEDURE :

- A Selection Committee shall be constituted.
- The Committee will scrutinize the Applications and prepare a list of shortlisted candidates for interview. List of shortlisted candidates shall be published on the DIF website.
- All shortlisted candidates shall be intimated via e-mail prior to the interview. No TA, DA shall be payable for appearing in interview.
- Selected candidate shall be required to join the office on or before 15 (fifteen) days from the date of selection.
- DIF reserves the right to accept or reject any or all proposals without assigning any reason and shall bear no liability whatsoever consequent upon such decision.

7. How to Apply:

- The Application in duly filled Curriculum Vitae format (as per Annexure- A) may be submitted to DIF on or before 11/02/2019 till 17:00 Hrs (Application Due Date). Application received after the due date and time will not be considered for evaluation.
- Application received through hard copy shall only be considered for evaluation and Proposals submitted by fax, telex, telegram or e-mail shall not be entertained.
- Application including all communications should contain the following information, to be marked at the top of the envelope in bold letters:

“APPLICATION FOR APPOINTMENT OF INDIVIDUAL CONSULTANT FOR PROVIDING CONSULTANCY SERVICES TO FINANCE DEPARTMENT”

- Interested applicants may send their application on following Address:

To,
The Commissioner,
Directorate of Institutional Finance
“C” Wing, 1st Floor, Vindhyachal Bhawan,
Bhopal Pin Code- 462004

ANNEXURE "A"

CURRICULUM VITAE (CV) OF APPLICANT

Insert
passport size
Photo

1. Name:
2. Permanent Address:
3. Communication Address:
4. Contact No.:
5. Email id:
6. Date of Birth:
7. Nationality:
8. Educational Qualifications:

(Starting with latest Qualification)

Sr. No.	Examination Passed/ Degree Obtained	Name of Institution	Year of Completion of Course
1.			
2.			

9. Employment Record:

(Starting with latest position, list in reverse order every employment held.)

Sr. No.	Name of the Organisation	Period of Employment		Position held
		From	To	
1.				
2.				

10. List of all relevant work on which the Applicant has worked

- Name of assignment
- Name of the Employer/Department
- Designation of Personnel:
- Nature/ Brief description of Assignment
- Description of responsibilities

Certification:

- 1) I am willing to work as Consultant for this Assignment and I will be available for entire duration of the assignment as required.

2) I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience and me.

Place

(Signature and name of the Applicant)

Notes:

1. Each page of the CV shall be signed in ink by the Applicant.
2. Self-Attested supporting documents of Qualification and Experience must be submitted along with the Annexure "A". In the absence of such supporting documents the Application may be liable to be rejected.
3. If an Applicant makes a false statement regarding his qualification, experience or other particulars, he/she shall be liable to be debarred for any future assignment of the Finance Department for a period of 3 (three) years. The award of this assignment to the Applicant may also be liable for cancellation in such an event.