

**National Institute of Pharmaceutical Education & Research,**  
**SAS Nagar-160 062**

**Scheme for engagement of Consultants at NIPER**

The scheme of engagement of Individual **Consultants** in the Institute shall be regulated as per the following guidelines:

**1. Definitions:**

- (i) "Institute" and "NIPER" means National Institute of Pharmaceutical Education & Research, SAS Nagar.
- (ii) "Appointing/Competent Authority" means the Director, NIPER
- (iii) "Rules" means "Scheme for engagement of Individual Consultants at NIPER".

**2. General Conditions for engaging Consultants:**

- (i) Professionals/Retired employees from Govt./Autonomous organizations with requisite qualifications and experience as prescribed would be eligible for being engaged as Consultants. However the engagement as Consultant shall not be considered as a case of re-employment.
- (ii) Consultants would be engaged for a fixed period for providing high quality services to NIPER or for attending to specific and time-bound jobs.

- (iii) The engagement of Consultants would be on Full-time basis and they would not be permitted to take up any other external assignment during the period of Consultancy with NIPER.
- (iv) The engagement of Consultants shall be of a temporary (non – official) nature and the engagement can be terminated with one-month notice or remuneration in lieu thereof by either side and without any cause assigned during the period of engagement.

3. **The engagement of the Consultants may be made in any one of the following three levels based on qualification & experience**

**(i) Consultant -I**

This would consist of professional having a Ph.D degree in relevant subject and minimum post qualification experience of 15 years in the requisite field. They should have high competency and established peer reputation.

OR

Retired employees from Government/Autonomous bodies with (i) Grade pay of Rs. 10,000/- and above & (ii) at least 20 years experience in the requisite field.

**(ii) Consultant-II**

Professionals having a Ph.D degree in relevant subject and minimum post qualification experience of 08 years in the requisite field.

OR

Retired employees from Government /Autonomous bodies with (i) Grade pay of Rs. 6600/- and above & (ii) at least 16 years experience in the requisite field.

**(iii) Consultant –III**

Professionals having Masters Degree in relevant subject with 06 years of experience in the requisite field.

OR

Retired employees from Government/Autonomous bodies with (i) Grade pay of Rs. 5400 and above & (ii) at least 12 years experience in the requisite field.

**4. Period of engagement:** The initial term of engagement and subsequent extension(s), if any, shall be decided on case to case basis depending upon the specific job and the time frame for its completion. However, the total period of engagement shall not exceed five years. The competent authority in case of continued engagement beyond one year may consider grant of annual increase of 10% of remuneration.

**5. Procedure**

(a) Procedure to be followed for selecting candidates for engagement as Consultants at any of the three levels shall be within the framework of provisions contained in:

- (i) NIPER Act Clauses 16 (2) and 25 (b); NIPER Statutes Clauses 4.4, 4.5, and 14 Table II b,c & k; and provision 176 of GFR 2005.
  - (ii) Chapter VII, Selection of Individual Consultants para 1.2.1, 7.1 & 7.2) of Manual of Policies and Procedure of Employment of Consultants, Govt. of India.
- (b) Based on the requirement, the Institute will prepare an advertisement for inviting applications for engagement of individual Consultants and place the same on website of the Institute and also at least in one National newspaper. However, in special circumstances, engagement may be made by the Director without advertising under provisions of GFR 176, and NIPER Statutes 4.4 and 4.5, as applicable.
- (c) The Screening and Selection Committees will be constituted by the Director. All the applications received in response to the advertisement will be scrutinized/shortlisted by a suitable Committee constituted for the purpose, which shall have members drawn from the proposed Selection Committee. After formal interview, the Selection Committee will make recommendation for selection of candidate(s).
- (d) The Selection Committee shall be empowered to fix the remuneration from the range prescribed under these rules.

**6. Entitlements of all three categories of consultants**

**6.1 Remuneration\*:** The maximum amount of monthly consolidated remuneration payable to different categories of Consultants shall be as under:

Consultant- I	Rs. 60,000/- to Rs. 90,000/- depending upon educational qualification and experience. Plus Rs. 5000/- p.m. as local conveyance
Consultant- II	Rs. 35,000/- to Rs. 60,000/- depending upon educational qualification and experience. Plus Rs. 3000/- p.m. as local conveyance
Consultant- III	Rs. 20,000/- to Rs. 35,000/- depending upon educational qualification and experience. Plus Rs. 1,500/- p.m. as local conveyance

*\* TDS shall be deducted as per Rules.*

The amount of remuneration in the case of retired Government official's engagement as Consultants in any of the three categories shall be fixed at the last pay drawn plus DA at the rate prevailing on the date of engagement as Consultant less basic pension/pension equivalent of employer's contribution to CPF.

**6.2 Allowance:** The Consultants shall not be entitled to any other kind of allowance except local conveyance as provided under Clause 6.1. However, facility of accommodation within the campus can be considered and offered, subject to availability and entitlement against payment of normal license fee, electricity, water and other charges during the period of engagement. The entitlement shall be determined as per last drawn Grade Pay. The Consultants who are provided with accommodation on the campus shall not be provided any conveyance

allowance. In the event of non-vacation of accommodation after culmination of period of engagement, penal rate of license fee shall be levied as decided by the Competent Authority, besides action under Public Premises Eviction of Unauthorized Occupants Act, 1971. The decision of the Competent Authority in this case shall be final.

**6.3 Leave:** Consultants shall be eligible for a maximum of 12 days leave in a calendar year on pro-rata basis. They shall not be paid any remuneration in case of his/her absence beyond 12 days in a Year calculated on a pro-rata basis. Also un-availed leave in a calendar year cannot be carried forward to the next calendar year. The leave shall be sanctioned by the Competent Authority as decided under Delegation of Powers.

**6.4 TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. Also, the Consultants will not be allowed foreign travel at the Government expenses. However, they will be eligible for payment of TA/DA for their travel inside the country, whenever deputed with the official work by the Competent Authority at the rate admissible to employees of the relevant grade pay indicated in the category of consultant. However, prior permission of the Competent Authority is must for all types of travel.

**6.5 Library Facility:** The Consultants shall have access to NIPER Library during the period of their engagement and shall be allowed to borrow books as per the Library Rules.

**7. Composition of the Selection Committees for Engagement of Consultants**

1.	Director or his nominee	<b>Chairman</b>
2.	Dean	<b>Member</b>
3.	Concerned HOD/Incharge	<b>Member</b>
4.	Two outside experts nominated by the Director	<b>Member</b>
5.	Registrar (only in case of administrative posts)	<b>Member</b>

8. In case the consultants want to be considered for selection under the new guidelines, then on expiry of their existing consultancy tenure, they will have to apply afresh in response to advertisements.

9. In case of any ambiguity/confusion w.r.t. interpretation of rules, the decision of the Competent Authority shall be final and binding.