

Warehousing Development and Regulatory Authority
Government of India

No. WDRA/2017/5-7/A&F

Dated: 07.09.2017

Subject: - Engagement of one consultant each for warehousing related technical works and accounts & finance works on contractual basis.

Applications are invited from retired Government, Central and State, PSU / Autonomous Bodies / Regulatory Authorities officers for the following positions:

- i. Consultant (Technical)
- ii. Consultant (Accounts and Finance)

2. Eligibility criteria, Terms and Conditions etc. for engagement of the Consultants are available on the website of the WDRA 'www.wdra.nic.in'. The applicant should be proficient in working on computers and typing work.

3. Interested candidates, who fulfill the eligibility criteria, may submit their applications in the prescribed proforma in a sealed cover superscripted "Selection of Consultant for accounts / technical related work on Contract basis" within a period of 21 days from the date of publication in the 'Employment News' to the Under Secretary (Admin & Finance), Warehousing Development and Regulatory Authority, 3, Siri Institutional Area, 4th Floor, NCUI Building, August Kranti Marg, Hauz Khas, New Delhi - 110016, Tel. No. 49536496, 49092978.

Under Secretary (Admin & Finance),
Ph. No. 011-49536496.

Note: Applicants, who have applied for the post of Consultant (Tech.) in reference to our advertisement on website dated 24.08.2017 need not apply again.

Terms and Conditions

I. Engagement of One Consultant for Warehousing related technical nature of work.

A) Eligibility Criteria:-

- (i) Degree in biological sciences (including Agriculture) from a recognized university.
- (ii) Proficient in working on computers and typing work.
- (iii) Minimum 10 years working experience in the field of Agriculture related matters.
- (iv) He should have worked in grade pay of Rs. 4600/- or above or equivalent pay scales for at least five years.
- (v) Retired Government officer, having working experience in the Agriculture related fields preferably in the Central Government Ministries.
- (vi) No criminal / vigilance proceeding shall be in progress.
- (vii) The consultant should have good communication and interpersonal skills with a strong flare for noting and drafting

B) Job Profile:- Selected consultant will be required to handle the following actions:

- (i) He would be required for the work relating to grant of Registrations to the Warehouses Accreditations agencies in accordance with the W (D&R) Act, 2007 and other technical nature of work and functions as may be assigned by the senior officers from time to time.
- (ii) To prepare the concept papers/presentations for various seminars / workshops and meetings for the senior officers of the Authority.
- (iii) To prepare background notes/ agenda notes and minutes of the meetings of the Warehouse Advisory Committee and other meetings.
- (iv) To prepare/revise application forms for the warehouses seeking accreditation from accreditation agency, format of negotiable warehouse receipt, checklist of basic requirements and parameters for the accreditation of warehoused by the accreditation agencies etc.
- (v) To assist the Authority in organizing regional workshops/seminars.
- (vi) To assist Director (Technical) in organizing training programmes for officials of the accreditation agencies as well as for the warehousemen and farmers.
- (vii) To attend any other work allotted by the Authority from time to time.

II. Engagement of One Consultant for Accounts and Finance work.

A) Eligibility Criteria:-

- (i) Graduate in Commerce from a recognized university.
- (ii) Proficient in working on computers.
- (iii) Minimum 10 years working experience in the field of Accounts/ Finance and related field.
- (iv) He should have worked in grade pay of Rs. 4600/- or above or equivalent pay scales for at least five years.
- (v) Retired Government/ PSU officer, having working experience of finance/accounts/audit.
- (vi) No criminal/ vigilance proceeding shall be in progress.
- (vii) Should have good communication and interpersonal skills with a strong flare for noting and drafting.

B) Job Profile:- Selected consultant will be required to handle the following actions:

- (i) To assist in management of WDRA fund, sums received by Authority;
- (ii) Accounting of all fees, deposits and penalties as per W (D&R) Act, 2007.
- (iii) Disbursement of salaries;
- (iv) Management of Tax related issues and activities like obtaining PAN/TAN, Tax assessment, TDS, Services Tax, etc;
- (v) Timely action for submission of all finance and accounts related reports.
- (vi) Liaison with all relevant Ministries / Department in Govt. of India / State Government;
- (vii) Processing of tender and matters relating to payments for the contracts;
- (viii) Any other related work to account and finance;
- (ix) Any Other work allotted by the office from time to time.
- (x) All work related to typing, computer work and book keeping. He shall work on all the aspect himself including computer work and no assistant will be provided.

Entitlement of Consultants:-

I. Fee: - The maximum amount of monthly consolidated fee payable to the Consultants shall be 50% of the last pay drawn at the time of retirement. Pay includes basic pay and DA / IDA. There will be 5% increase on completion of each year and satisfactory performance. No other allowance shall be payable.

Note: - For the purpose of calculation of a year for giving increment, the period of absence beyond the entitled casual leave equivalent to Government employees shall correspondingly shift the date of increment.

II. Tax Deduction at Source: - The income tax shall be deducted at source at the prescribed rate. Payment of other taxes, if applicable, shall be the responsibility of the Consultant.

III. Leave: - The Consultants shall be eligible for casual leave for eight days, as is the admissibility of the Government employees at present in a calendar year on pro-rata basis. Remuneration shall not be payable in case the Consultant remains absent beyond the number of entitled leave in a year. Unveiled leave at the end of a calendar year cannot be carried forward to the next calendar year. The WDRA would be free to terminate the services in case of a Consultant if he / she remains absent for more than 15 days beyond the entitled leave in a calendar year.

IV. TA / DA: - No TA/ DA shall be admissible for joining the assignment or on its completion. However, Consultants shall be allowed TA/ DA for their travel inside the country in connection with the official on the basis of the last pay drawn and at the rate applicable to the WDRA employees.

V. Professional liability: - The Consultant shall carry out his / her assignment with due diligence and sincerity as expected of a Government Servant. The WDRA may prescribe liabilities depending on the requirement in each case without any restrictions on the consultant's liability.

VI. Confidentiality of data and documents: - The data and information collected as well as the deliverables produced for the Authority shall be the property of the Authority. No Consultant shall utilize or publish or disclose or part with any data or statistics or proceeding or information collected for the purpose of the assignment for the Authority, to any third party, without the express written sanction of the Competent

Authority. The consultant shall be bound to hand over the entire set of records of assignment to the Authority before the expiry of the contract period and before the final payment is released by the Authority.

VII. The duly completed application in prescribed proforma at Annexure-I should reach to this office within a period of 21 days from the date of issue of publication in the 'Employment News'. The application should be submitted with the following documents:-

- a) Copy of retirement notification / order.
- b) Copy of PPO & LPC.
- c) Certificate in support of education qualification and experience.

VIII. All the Consultants shall enter into an agreement with the WDRA, the format of which is given at Annexure II.

PROFORMA**Application For Engagement as Consultant
In The Warehousing Development and Regulatory Authority**

1.	Name in full (Block Letters)				
2.	Date of Birth (in Christian era)				
3.	Date of superannuation from Govt. service				
4.	Details of the Pay at the time of retirement				
5.	PPO No. and Pay Slip				
6.	Educational Qualifications				
7.	Area of specialisation				
8.	Complete Residential Address				
9.	Telephone & Mobile Nos.				
10.	E-mail ID				
11.	Position held since entry into service				
	Designation & Place of Posting including the name of the Ministry/ Department	Scale of Pay	From	To	Nature of work performed
12.	Additional relevant information, if any, in support of your suitability for the said engagement. Attach a separate sheet, if necessary.				

Signature of the Candidate

Place:

Date:

AGREEMENT

(To be executed on non-judicial Stamp Paper of Rs. 100/- and attested by Notary Public)

This Agreement is made this _____ day of _____, 20_____, by and between Warehousing Development and Regulatory Authority and _____(the “Consultant”).

WHEREAS, the Consultant, as a non-official in the WDRA, is permitted to perform limited consulting services for WDRA, subject to the terms and conditions of Consultant’s employment relationship with WDRA;

AND WHEREAS, the WDRA desires that the Consultant provides advice and assistance to the Authority in his/ her area of expertise;

AND WHEREAS, the Consultant desires to provide such advice and assistance to the Authority under the terms and conditions of this Agreement;

NOW, THEREFORE, the Consultant hereby agrees to the following Terms and Conditions for engagement as consultant in WDRA

1. The Consultant shall carry out the work related to his/her job requirement and assigned by the WDRA.
2. Consultant shall not take up any other assignment of any nature outside WDRA during the period of engagement by WDRA.
3. Consultant shall not undertake any work which involves entering into financial commitments to exercise powers on matters which are likely to bind the Authority.
4. Consultant shall serve WDRA for a period of one year or more as per orders issued by WDRA from time-to-time.
5. The agreement shall automatically stand terminated at the end of the period unless extended by WDRA on the same terms and conditions by issuing a fresh order(s) thereof.
6. Notwithstanding anything noted above the assignment shall be Job profile based for a period for the specified works therein, unless the same is ordered by Authority.
7. Consultant should maintain confidentiality of the work carried out by them in WDRA.
8. Consultant shall not divulge WDRA information to any third parties that they may acquire in the course of their work.
9. Consultant shall execute and perform the works assigned to them with due diligence, sincerity and according to the best of their intelligence, skill and ability for all such work/assignment as WDRA will require them to do in such capacity.
10. The consultant, at all times, shall conduct himself / herself and behave honestly, faithfully and properly in the course of discharge of their duties and as necessary for maintaining office decorum and office protocols.
11. Consultant shall be entitled to a consolidated remuneration of fees as prescribed in advertisement / Offer letter during the above period and no other allowances shall be payable.
12. The Consultant’s entitlement shall be as per WDRA guidelines.

13. The engagement does not grant the Consultants any right for future employment in WDRA or any benefits admissible to the employees of the WDRA.
14. The consultant hereby irrevocably agrees to indemnify the WDRA in the event of any action taken by any third party / office with respect to his acts in the WDRA, in the event of any loss, damages or claims and any third party claims arising out of any violations of applicable guidelines.
15. It is agreed to and undertaken by the Consultant to safeguard the interests of the WDRA and protect the WDRA against any claims or demand made or proceedings initiated by any one against him/her and indemnify the WDRA in that regards including loss, damages, interest or cost thereof.
16. The services of the Consultant can be terminated on a notice of 30 days by either side at any time during the period of engagement.
17. In case, the services rendered by the Consultant are found to be not satisfactory or if there is any breach of the terms of the agreement, the WDRA shall have the right to terminate the services of the Consultant with immediate effect without issuing a notice thereof and the decision of the Competent Authority thereon shall be final and binding.
18. In the event of termination of the agreement in accordance with the Clause 16 and 17 above, the amount payable to the Consultants shall be limited pro-rata to the actual period for which the services were rendered by him/her.
19. Competent Court in Delhi alone will have jurisdiction to decide the dispute arising out of this contract.

CONSULTANT

Witnesses

- 1.
- 2.

WDRA, New Delhi.

Witnesses

- 1.
- 2.