



**Khadi and Village Industries Commission**  
**Ministry of Micro, Small, & Medium Enterprises**  
**Government of India**

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## **ENGAGEMENT OF SENIOR CONSULTANTS ON CONTRACTUAL BASIS**

### **Advt. No.Adm./RW/Engagement- Sr. Cons./ (105)/2020-21**

Khadi and Village Industries Commission (KVIC) is a Statutory Body established by an Act of Parliament and functioning under the administrative control of Ministry of Micro, Small and Medium Enterprises (Govt. of India). In order to accelerate future growth and transformation challenges, KVIC invites Online Applications from willing candidates willing to work as **"Senior Consultants"** as per details mentioned below:-

#### **1. NAME OF THE POSITION & ELIGIBILITY CRITERIA :-**

1.	Positions	:	15 Senior Consultant
2.	Discipline	:	Marketing –2 positions Finance – 2 positions (preferably CA) General Management – 1 position Information Technology – 1 position Textile – 2 positions Legal – 2 positions Ceramic – 1 position Architect – 1 position Chemistry (Analytical) – 1 position [with experience of handling NMR] Foot-ware Technology – 1 position Journalism/ Mass Communication - 1 position  The above number of positions for Senior Consultants may vary and are tentative.
3.	Pre-requisite for the position	:	Post-Graduation Degree and minimum 5 years of experience in the respective field.
4.	Remuneration per month	:	Rs.30,000 to 40,000 + Rs.2,500 to Rs.3,000 based on the qualification, experience, and interview's performance.

5.	Nature of Engagement	:	The candidate shall be engaged on contractual basis initially for a period of one year only which may be further extended on the basis of performance for maximum 3 years.
6.	Upper Age Limit	:	Candidates should be below 39 years as on last date of application i.e. 06.03.2020.
7.	Method of Recruitment	:	Based on credentials of educational qualification, experience followed by Interview. Contract based through Open Market
8.	Skills Required	:	<ul style="list-style-type: none"> <li>• Good Knowledge of MS Word, Excel and Power Point.</li> <li>• Good Communication and Writing Skills.</li> <li>• Sincere and commitment to work</li> </ul>
9.	Method of Selection	:	On the basis of qualification and experience, the candidates will be shortlisted and called for interview. Based on the qualification, experience and performance in the interview, the candidate shall be offered specific engagement on contractual basis. Please note no TA/ DA will be provided for attending the interview.
10.	Job Description	:	Senior Consultants will be required to provide high quality inputs in their discipline/ data analysis/ project management/ evaluation of scheme/ programme/ start-up/ innovation/ special studies including feasibility studies/ compliance supervision/ training and development/ implementation monitoring etc. This would require demonstration of proven academic credentials, professional achievement and leadership qualities on the part of the aspirants.

**Note:**

1. Only regular courses will be considered and all qualifications must be from UGC recognized Indian University/UGC recognized Indian Deemed Universities or AICTE approved courses.
2. Wherever CGPA/OGPA or a letter grade in Degree is awarded, equivalent percentage of marks should be indicated in the online application form as per norms adopted by University/ Institutes. Candidates will be required to submit proof / certificate to this effect

from the institute at the time of verification of documents, if called for the same.

3. Internship training shall not be considered as work experience. Only direct work experience including fixed term basis employment in an organization will be taken in to consideration.
4. The General conditions of contracts for the services of Senior Consultants will be incorporated in their individual contract. Senior Consultants mean Individual Consultant depending upon their qualification and experience are recruited for similar activities as Consultancy when a full team is not considered necessary. They may be an independent experts not permanently associated with any particular firm or they may be employees of a firm recruited on an individual basis. The selection of Senior Consultants will be done by inviting applications through website of the Commission and paper advertisement in accordance with the provisions contained in GFR 2017 under Rules 177 to 196 and Chapter 7 – Selection of Individual Consultant / Service Provider (para 7.1 and 7.2) Chapter 6 (para 6.5) of Manual for Procurement for Consultancy and Other Services 2017.

## **2. CONTRACTUAL TERMS AND CONDITIONS:-**

1. The contract will initially for one year. Fresh contract will have to be signed for further continuation/ extension. While considering continuation / extension, performance appraisal shall invariably be taken into consideration and assessment of requirement beyond one year on the basis of scope of work.
2. Legal Status: The Senior Consultants shall not be regarded for any purposes, as being either a 'staff member' of KVIC. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between KVIC and the Senior Consultants. The Senior Consultants will not be entitled for any benefit / compensation/ absorption/ regularization of service with KVIC except the fixed remuneration.
3. Fixed Remuneration: Any appointment on Senior Consultants would be on fixed remuneration for specified time period. No TA/ DA shall be admissible for joining the assignment or on its completion or attending the interviews.
4. Other Allowances: No other facilities such as Dearness Allowance/Accommodation/ medical reimbursement etc., would be admissible except while on tour. The Senior Consultants may require undertaking domestic tours subject to approval of the Competent Authority and they will be allowed TA/DA as applicable

to the post of 'Group-B posts' in the Pay Matrix Level 8 to 10 at their place of posting.

5. Attendance & Working Hours: The working hours of all the Senior Consultants shall be same as regular employees working in KVIC. No extra remuneration shall be allowed for working beyond working hours or on holidays.
6. Leave: They shall be eligible for 8 days leave in a single year of Consultancy. Unavailed leave in tenure of single year cannot be forwarded to next tenure of 1 year. The intervening Saturday/ Sunday or government holidays during a spell of leave shall not be counted against the 8 leaves.
7. Confidentiality & Secrecy: The Senior Consultants shall not divulge any information gathered by him during the period of assignment to anyone who is not authorized to know the same which include publish a book or a compilation of articles without prior approval of KVIC. The selected Senior Consultants shall provide integrity certificates from 2 references known to them along with an undertaking to the effect that s/he has no criminal record or criminal case in any court is pending or contemplated against him/her.
8. Insurance: The Senior Consultants shall be sole responsible for taking out and for maintaining adequate insurance required to meet any of its obligation under the contract, as well as for arranging, at the Senior Consultants sole expense, such life, health and other forms of insurance as the Senior Consultants may consider to be appropriate to cover the period during which the Senior Consultants provides services under the contract.
9. Tax Deduction at Source: The Income Tax or any other State Tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment.
10. Conflict of Interest: The Senior Consultants shall be expected to follow all the rules and regulations of the KVIC and the Government of India which are in force. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties and in case the services are not found satisfactory or found in conflict with the interests of KVIC, his/her services will be liable for discontinuation without assigning any reason.
11. Termination: KVIC can terminate the contract at any time without prior notice by giving one month's notice. The Senior

Consultants can also seek for termination of the contract upon by giving two month notice to the KVIC.

**3. Selection Process**:- Before applying, candidates must ensure that they fulfill the eligibility criteria as on the last date of submission of application. Candidate has to appear for a personal interview during April-2020 before the Selection Committee. Candidature are subject to verification of details/documents at the time of Interview/Joining.

**4. General Instructions for filling up of Application Form**:-

a)The candidate shall apply through On-line mode only, as per the qualifications and eligibility criteria mentioned in the advertisement.

b)Candidate must specifically indicate the percentage of marks obtained (calculated to the nearest two decimals) in the relevant column of the application. Where percentage of marks is not awarded by the University but only CGPA/OGPA is awarded, the same shall be converted into percentage in terms of conversion norms of university in this regard. Candidates will have to produce the certificate/document issued by the university evidencing conversion formula of university, when called for document verification.

c)Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof while attending the Interview, without which they will not be allowed to take-up the Interview. Candidates must note that the name as appearing (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the online application and Photo Identity Proof; the candidate will not be allowed to appear for the examination.

d) Before starting to fill -up the online application, keep ready with you the following details/documents/ information:

- i. E-Mail ID (valid till recruitment process is over)
- ii. Mobile No. (valid till recruitment process is over)
- iii. Personal and Educational qualification details

- iv. Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format having size between 50 kb-100 kb)
- v. Scanned Copy of Signature with Black ink pen (in jpg/jpeg format having size between 10kb-50 kb)
- vi. Write-up (200 words) about experience to feed in online application form.
- vii. Scanned Copies of documents (in jpg/jpeg/pdf format), as follows:-
  - Documentary proof of Date of Birth (Matriculation/ 10<sup>th</sup>) having size between 50 kb to 1000 kb.
  - Final/Provisional Degree/Certificate for Post-Graduation, as applicable (having size between 50kb to 1000 kb).

## **5. How to Apply:-**

Candidates satisfying the eligibility conditions have to apply through online registration system of KVIC i.e. [www.kvic.org.in](http://www.kvic.org.in). No application through other mode will be accepted. No documents are required to be sent to KVIC in connection with the application.

### **5.1 Steps for Applying:-**

#### **STEP-I (SIGN UP):**

- a) Candidates are now ready to apply On-line by visiting the KVIC website and going to the tab "**VACANCIES**" on KVIC website : [www.kvic.org.in](http://www.kvic.org.in)
- b) Applicants are needs to sign up first with their valid **Mobile No.** with them while signing up.
- c) The One-time **Password** and **login details** will be sent to the registered mobile number, so candidates are advised to verify the correctness of the mobile number before proceeding.

#### **STEP- II :**

- a) Candidates are now ready to apply on-line by revisiting the On-line Application website at [www.kvic.org.in](http://www.kvic.org.in)
- b) The candidate should now login with the password and fill up all the information asked in the on-line form about himself/herself correctly and complete the Registration.
- c) Before submission of his/her Step-II details, the candidate should check his/her all details and make necessary

corrections (if any) before final submission. **Candidates are not allowed to change the Mobile Number while editing.**

- d) On successful submission of on-line application, candidates are advised not to attempt for re-registration for the same post. In case of multiple registrations for the same post, the candidature is liable for cancellation/rejection without any notice/intimation to the candidate. Candidate is required to download the online form generated by the System with unique registration number, which may be retained for future reference.

**Instructions to upload Photo, Signature (if applicable) and other relevant Certificates:-**

Applicants should upload the scanned (digital) image of their photograph, signature and other relevant Certificates as per the process given below:-

**i) Photograph:-**

- a) Photograph must be a recent passport size colour photograph (not older than 03 weeks).
- b) Make sure that the photograph is in colour, taken against a light-coloured, preferably white, background. Look straight at the camera with a relaxed face. If the photograph is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows. If you have to use flash, ensure there's no "red-eye". If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- c) Dimensions of the image should be approximately 200X230 pixels. It will not be possible to accommodate larger images. Size of file should be between 50kb-100kb in jpg/jpeg format only. Please ensure that the size of the scanned image is not more than 100kb.
- d) If the size of the file is too large, then adjust the settings of the scanner such as the DPI resolution, number of colours etc., during the process of scanning. Minimum resolution should be 200 DPI.

**ii) Signature image:-**

- a) The applicant has to sign on white paper with Black ink pen.

- b) The signature must be of the applicant only and not of any other person. If at any stage the signature is not found to be matching with the candidate's actual signature, the applicant's candidature may be summarily rejected.
- c) Please scan the signature area only and not the entire page.
- d) Dimensions of the image should be approximately 140X60 pixels. It will not be possible to accommodate larger images. Size of file should be between 50kb-100k in jpg/jpeg format only. Ensure that the size of the scanned image is not more than 100 kb.

**iii) Post Graduation / Management Degree Certificate:-**

- a) Please scan the relevant certificates (issued by competent authority), should be clearly visible.
- b) Size of file should be between 50kb-1000kb in jpg/jpeg/PDF format only. Ensure that the size of the scanned image is not more than 1000kb.
- c) The candidate should upload his/her Photograph, Signature and Certificate as per the instructions given in the following paragraphs:

**iv) Up-loading the photograph, signature, Educational and other relevant certificates:**

- a) There are separate tab for uploading Photograph, Signature and Certificates.
- b) Browse and select the location where the scanned Photograph/Signature/Certificates files have been saved. Select the file by clicking on it.
- c) Click the 'Open/Upload' button. The photograph/signature/certificate file will get uploaded.

If the file size and format are not as prescribed, an error message will be displayed. In such a case, change the size and format of the file as required and re-upload.

**6. Important Instructions:-**

- KVIC will not be responsible for any loss of email sent, due to invalid/wrong email id etc.
- No correspondence will be done by post i.e, sent through email only. All Instructions will be given through website of the Commission of the website [www.kvic.org.in](http://www.kvic.org.in) from time to time.



- It is compulsory for candidates to carry any one of the Original photo ID such as Voter's ID, Driving License, PAN Card, Passport, Aadhaar card, etc. Candidates should carry both, the printed copy of Online Application Form and photo ID (as mentioned above) while coming to appear in the Interview. Candidate will not be allowed for Interview, in case any of these are not available.
- Canvassing in any form will disqualify a candidate.
- Action against Misconduct:
  - (i) Candidates are advised in their own interest that they should not furnish any documents/information that are false, tampered, fabricated or should not suppress any material information while filling up the "on-line" application.
  - (ii) At any stage of appointment or later, if a candidate is or has been found guilty of any misconduct such as Impersonating or procuring impersonation by any person; or Misbehaving ; or Resorting to any irregular means in connection with his/her candidature during selection process; or Using undue influence for his/her candidature by any means; or Submitting of false certificates/ documents /information or suppressing any information at any stage.
- The original testimonials/documents will have to be produced at the time of Interview/joining. If any of their claims is found to be incorrect, their candidature shall be summarily rejected.
- Serving Government/PSU officials, if selected will be allowed to join only after they are properly relieved from their parent organization.
- Candidates should submit only single application and application once submitted cannot be altered. A valid e-mail ID is essential for submission of the online application. KVIC will not be responsible for bouncing of any e-mail sent to the candidates.
- All information regarding this recruitment process would be made available in the '**VACANCIES**' section of KVIC website only. Applicants are advised to check the website periodically.
- Candidates should ensure that the same passport size photograph is used throughout this recruitment process.
- No application will be entertained after the closing of last date of receipt of Online Application Form.
- Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website [www.kvic.org.in](http://www.kvic.org.in). No further press advertisement will

be given. Hence, prospective applicants are advised to visit KVIC website regularly for above purpose.

- No correspondence or personal enquires shall be entertained by KVIC. In case of any problems faced by the candidates in filling up the online application form or queries may send through email only to : **adm.kvic@gov.in**
- The KVIC reserves the right to shortlist candidates for personal Interview, reschedule the Interview date & venue etc. or alter any of the advertised condition depending upon the circumstances.
- **The Commission reserves the right to cancel this selection process without assigning any notice/reasons thereof. The above engagement is purely on temporary basis and the candidates shall have no right whatsoever to claim for the permanent job subsequently with either KVIC or the Ministry of MSME.**

**7. Last Date for submission of Online Application:** Eligible candidate may apply on the link provided by 6<sup>th</sup> March, 2020 **(23.59 hours)**. Application is to be submitted online only.

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