

General Terms and Conditions for Hiring of Sr. Consultants / Consultants(Non-Tech, Grade-II) / Consultants/ Young Professionals in NPPA

1. Candidates shall be hired on contractual basis for a given period of work or for a period upto 01 year. This term can be extended upto 03 years depending on the satisfactory performance of the candidate or need of the office/NPPA.

2. Eligibility of the Sr. Consultants / Consultants (Non-Tech, Grade-II) / Consultants/ Young Professionals is enclosed at Annexure-B and format of application is at Annexure-C.

3. (a) The monthly consultancy fees shall be as under:-

Sr. Consultant – Rs. 60,000/- fixed

Consultant – Rs. 50,000/- fixed

Consultant (Non -Tech, Grade-II) – Rs. 65,000/- fixed

Young Professionals- Rs. 40,000/- fixed

(b) The consolidated fee will include applicable taxes and no other allowance will be paid. In case of retired Govt. Servant appointed as consultant, the consultancy fee shall be decided as per the relevant rules of Govt of India subject to the ceiling mentioned in 3(a) above.

(c) The Sr. Consultants / Consultants (Non-Tech, Grade-II) / Consultants/ Young Professionals shall not be eligible for any claim or any other benefit/compensation under provisions of any Act/Rules applicable to regular government employees. The engagement does not grant the Consultant any right for future employment/regularization in NPPA/ Govt of India or any benefits admissible to the regular employees of NPPA. The Sr. Consultants / Consultants(Non-Tech, Grade-II) / Consultants/ Young Professionals shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc, or any other benefits available to the NPPA employees on regular basis. In addition, terms of engagement of retired government employees will be governed by Ministry of Finance O.M dated 09th December 2020.

(d) Annual Increment of 5% on initial consolidated fee may be awarded to the Sr. Consultants / Consultants(Non-Tech, Grade-II) / Consultants/ Young Professionals on completion of one year of service and who have been considered for continuation of service for subsequent year based on satisfactory performance on as recommended by their respective Reporting Officer. The annual increment shall not be applicable to the retired government employee for the post of Consultants (Non-Tech, Grade-II).

4. Tax Deduction at Source: The income tax or any other tax liable to be deducted as per prevailing rule, will be deducted at source before releasing the payment and NPPA will issue TDS Certificate as the case may be. The NPPA takes no liability for taxes or other contribution payable by the Individual Sr. Consultants / Consultants(Non-Tech, Grade-II) / Consultants/ Young Professionals on payment made under the contract.

5. TA/DA : - The Individual Sr. Consultants / Consultants(Non-Tech, Grade-II) / Consultants/ Young Professionals may be required to undertake domestic tours subject to approval of the Competent Authority and they will be allowed TA/DA reimbursement at par as admissible to the Under Secretary to the Government of India .

6. Leave : - Individual Sr. Consultants / Consultants(Non-Tech, Grade-II) / Consultants/ Young Professionals shall be eligible for 12 no. of days leave during the period of one year on pro-rata basis besides the Gazetted holidays. However, un-availed leave shall not be carried forward, in case of extension beyond one year. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave is taken.
7. Standards of Conduct :- The Sr. Consultants / Consultants(Non-Tech, Grade-II) / Consultants/ Young Professionals shall observe the general acceptable office etiquettes during the period of duty. He/she shall keep themselves abreast of the latest developments/ rules / regulations pertaining to their domain and advise the officers of NPPA accordingly. Failure to comply with the Rules/ Regulations issued by NPPA would attract grounds for termination of the services.
8. Prohibition of Sexual Exploitation and Abuse : - During the performance of their duties, the individual Sr. Consultants / Consultants(Non-Tech, Grade-II) / Consultants/ Young Professionals shall comply with the Sexual harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Any breach of the provisions thereof shall be a ground for termination of services. Any further action may also be recommended for appropriate legal action.
9. **Other Terms & Conditions of the Contract for Sr. Consultant /Consultants/ Consultant (Non-Tech, Grade II) and YPs -**
 - a. Candidates shall be selected by a Selection Committee set up by the Competent Authority.
 - b. The contract can be terminated at any time by NPPA giving one month's notice without assigning any reason. The services can also be terminated if the competent authority is dissatisfied with their performance.
 - c. The Sr. Consultants / Consultants(Non-Tech, Grade-II) / Consultants/ Young Professionals during the contractual period cannot accept/engage himself/herself in any other part-time job/ profession of whatsoever kind.
 - d. The Candidates shall perform the duties assigned to him/her. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowance will be admissible in case of such assignment.
 - e. Basic support like office space, furniture, stationery, computer, access to internet etc. will be provided by NPPA so that assigned duties may be handled smoothly.
 - f. Selected personnel hired as Sr. Consultant /Consultants/ Consultant (Non-Tech, Grade II) and YPs will be sent selection letters through mail. They would be required to join within prescribed period as indicated in the selection letter.
 - g. The Candidates shall not be entitled to any benefit like Provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to a Government Servant appointed on regular basis.
 - h. The Candidates will not be granted any claim or right or preference for regular appointment to any post in the Government set up.
 - i. The Candidates shall not be entitled to any TA for joining the appointment.
 - j. If any declaration given or information furnished by Candidates proves to be false or if he/she is found to have wilfully suppressed any material information, he/she will be liable for removal from such contract and also such other action as the Government may deem necessary.
 - k. The hiring/contract will be subject to physical fitness and the Candidates are required to submit a Medical Certificate from an MBBS doctor to this effect at the time of joining.
 - l. The applications should be sent to NPPA through Speed post/Registered post, Courier or in person only. This Office will communicate with the candidates through e-mail only. Candidates are advised to keep checking their emails account regularly. Incomplete applications or applications without self attested copies of certificates of qualifications, age, etc, are liable to be rejected summarily.

Relaxation In condition(s) : Where Chairman , NPPA is of the opinion that it is necessary or expedient to do so, it may by order and for reasons to be recorded in writing , relax any of the provisions of the guidelines.

Last Date of Closing: 21 days from the date of advertisement in the newspaper.

Annexure-B

No. of vacancies and eligibility criteria are mentioned as under:-

Consultant (Non-Tech, Grade II): 01 Post

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|-----------------|--|
| Experience | 3 years as Under Secretary/ Dy. Secretary or equivalent in PSU / Local Body. |
| Upper Age Limit | Not be more than 64 years on the last date of the application. |

Sr. Consultant (Legal): 01 Post

| | |
|-------------------------|---|
| Essential Qualification | A Bachelor Degree in Law(LLB) & Master Degree in Law (LLM) from any recognized University-national or foreign, Enrolled as an Advocate with the Bar Council of India or any State Bar Council, under the provisions of the Advocates Act, 1961. |
| Experience | 4 years work experience after LLB or LLM and having good knowledge of noting, drafting, Court procedures and appearances, briefing to the Government counsel, handling cases related to Pharmaceutical / Regulatory. |
| | Good knowledge of working in MS Office and having good communication skills. |
| Upper Age Limit | 40 years |

Sr. Consultant (Pharma): 02 Post

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|-------------------------|--|
| Essential Qualification | A Master Degree in Pharmacy from any recognized University-national or foreign. |
| Experience | 4 years post qualification work experience in the field of Pharma Regulatory Affairs / Pharma Pricing / Pharma Production / Pharma Data Analysis / Drug Delivery and Research in the field of Pharmaceuticals and related subject. |
| | Good knowledge of working in MS Office and having good communication skills |
| Upper Age Limit | 40 years |

Consultant (Legal): 02 Post

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|-------------------------|--|
| Essential Qualification | A Bachelor Degree in Law from any recognized University-national or foreign, Enrolled as an Advocate with the Bar Council of India or any State Bar Council, under the provisions of the Advocates Act, 1961. |
| Experience | 2 years post qualification work experience and having good knowledge of noting, drafting, Court procedures and appearances, briefing to the Government counsel, handling cases related to Pharmaceutical / Regulatory. |
| | Good knowledge of working in MS Office and having good communication skills |
| Upper Age Limit | 35 years |

Consultant (Pharma): 04 Posts

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|-------------------------|--|
| Essential Qualification | A Master Degree in Pharmacy from any recognized University-national or foreign. |
| Experience | 2 years post qualification work experience in the field of Pharma Regulatory Affairs / Pharma Pricing / Pharma Production / Pharma Data Analysis / Drug Delivery and Research in the field of Pharmaceuticals and related subject. |
| | Good knowledge of working in MS Office and having good communication skills |
| Upper Age Limit | 35 years |

Consultant (Medical Device): 02 Post

| | |
|-------------------------|---|
| Essential Qualification | A Bachelor Degree in Bio-Medical Engineering from any recognized University-national or foreign. |
| Experience | 2 years post qualification work experience in the field of Medical Devices Regulatory Affairs / Medical Devices Pricing / Medical Devices Production / Medical Devices Data Analysis and Research in the field of Medical Devices and related subject |
| | Good knowledge of working in MS Office and having good communication skills |
| Upper Age Limit | 35 years |

Consultant (Cost): 07 Post

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|-------------------------|---|
| Essential Qualification | Chartered Accountant / Cost Accountant (CMA) from Institute of Chartered Accountants of India (ICAI) / The Institute of Cost Accountants of India respectively. |
| Experience | Post qualification work experience (excluding CA/CMA Internship) in the field of Pricing and Costing, Pharmaceutical Regulations will be given preference. |
| | Good knowledge of working in MS Office and having good communication skills |

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|-----------------|----------|
| Upper Age Limit | 35 years |
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Consultant (Data Analysis): 02 Post

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|-------------------------|--|
| Essential Qualification | A Master Degree in Mathematics / Econometrics / Statistics or Post Graduate Degree / Post Graduate Diploma in Data Science from any recognized University-national or foreign. |
| Experience | 2 years post qualification work experience in Data Analysis the field of Pharmaceuticals / Medical Devices / Regulatory Affairs / Drug Research / Economic Research / Statistics Research / Marketing Research |
| | Good knowledge of working in MS Office with proficiency in MS Excel and having good communication skills |
| Upper Age Limit | 35 years |

Young Professionals (Data Analysis, Medical Device & Pharma) :- 12 Post

Young Professionals (Data Analysis) :- 04 Post

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|-------------------------|---|
| Essential Qualification | A Bachelor Degree in Mathematics / Econometrics / Statistics/Economics from any recognized University-national or foreign. |
| Experience | 1 years post qualification work experience in Data Analysis the field of Pharmaceuticals / Medical Devices / Regulatory Affairs / Drug Research / Economic Research / Statistics Research / Marketing Research. |
| | Good knowledge of working in MS Office with proficiency in MS Excel and having good communication skills |
| Upper Age Limit | 32 years |

Young Professionals (Pharma) :- 06 Post

| | |
|-------------------------|--|
| Essential Qualification | A Bachelor Degree in Pharmacy from any recognized University-national or foreign. |
| Experience | 1 years post qualification work experience in the field of Pharma Regulatory Affairs / Pharma Pricing / Pharma Production / Pharma Data Analysis / Drug Delivery and Research in the field of Pharmaceuticals and related subject. |
| | Good knowledge of working in MS Office and having good communication skills |
| Upper Age Limit | 32 years |

Young Professionals (Medical Device) :- 02 Post

| | |
|-------------------------|--|
| Essential Qualification | A Bachelor Degree in Bio-Medical Engineering from any recognized University-national or foreign. |
|-------------------------|--|

| | |
|-----------------|--|
| Experience | 1 years post qualification work experience in the field of Pharma Regulatory Affairs / Pharma Pricing / Pharma Production / Pharma Data Analysis / Drug Delivery and Research in the field of Pharmaceuticals and related subject. |
| | Good knowledge of working in MS Office and having good communication skills |
| Upper Age Limit | 32 years |

Mode of Selection:-

- (a) For Consultant (Non-Tech, Grade-II), the selection shall be based on the basis of Interview/Computer Proficiency Test of candidates having requisite experience.
- b) For Sr. Consultants (Legal as well as Pharma), Consultant (Pharma) and Consultant (Data Analysis), the candidates shall be shortlisted on the basis of merit list based on the Weighted Average of marks obtained in all the exams as given under:

| S. No | Examination | Weightage |
|-------|------------------------|-----------|
| 1 | 12 th Class | 40% |
| 2 | Under Graduation | 25% |
| 3 | Post Graduation | 35% |

ILLUSTRATION:-

If a candidate has secured 85% in 12th Class, 64% in Under Graduation and 82% in Post Graduation the weighted average shall be calculated as = (40% of 85=34) + (25% of 64=16)+ (35% of 82=28.70) = 78.70

- (b) For Consultant (Cost), the candidates shall be shortlisted on the basis of merit list based on the Weighted Average of marks obtained in all the exams as given under:

| S. No | Examination | Weightage |
|-------|------------------------|-----------|
| 1 | 12 th Class | 40% |
| 2 | CA/CMA Final Exam | 60% |

ILLUSTRATION:-

If a candidate has secured 85% in 12th Class and 64% in CA/CMA Final Exam, the weighted average of marks obtained shall be calculated as = (40% of 85=34) + (60% of 64=38.40) = 72.40

- (d) For Young Professionals & Consultants other than (a), (b) & (c) above, the candidates shall be shortlisted on the basis of merit list based on the Weighted Average of marks obtained in all the exams as given below:

| S. No | Examination | Weightage |
|-------|-------------|-----------|
|-------|-------------|-----------|

| | | |
|---|------------------------|-----|
| 1 | 12 th class | 40% |
| 2 | Under Graduation | 60% |

ILLUSTRATION:-

If a candidate has secured 85% in 12th Class and 64% in Under Graduation, the weighted average shall be calculated as = (40% of 85=34) + (60% of 64=38.40) = 72.40

(e) Applicants shall be shortlisted on the basis of marks as stated above for all categories except (a) above viz. Consultant (Non-Tech, Grade-II) who will be selected based on the requisite experience. The shortlisted candidates shall be called for Interview and Computer Proficiency Test. The interviewers will assess the candidate on the basis of his/her communication skill, general awareness, interest in the field applied for and experience.

The merit list shall be prepared taking into account the following components:

| S. No. | Components | Weightage |
|--------|--------------------|-----------|
| 1 | Shortlisted marks | 85 |
| 2 | Personal Interview | 15 |
| 3 | Total | 100 |

The Computer Proficiency Test shall only be of qualifying nature and the working knowledge of MS Office is compulsory. The candidates deficient in MS Office operation are liable to be summarily rejected.

(f) The shortlisted candidates shall be informed 15 days in advance through e-mail for Interview and Computer Proficiency Test. The Candidates have to make their own arrangements and no TA/DA shall be reimbursed to them for appearing in Interview and Computer Proficiency Test.

(g) Existing working outsourced staff of NPPA, having the desired educational qualification for the post advertised can also apply and they will be given suitable age relaxation.

Annexure-C

Application form for the post of Sr. Consultants / Consultants(Non-Tech, Grade-II) / Consultants/ Young Professionals in NPPA on Contract Basis.

1. Name:
2. Date of Birth:
3. Father's Name:
4. Nationality:
5. Address for Correspondence:
6. Permanent Address:
7. Phone No.:
8. E-Mail Address:

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|--------------------------------------|
| Signed Photograph (Passport Size) |
|--------------------------------------|

9. Education Qualification (on separate sheet):

| S. No. | Name of the Course | Subject | University/Institute | Year of Passing | Marks % |
|--------|--------------------|---------|----------------------|-----------------|---------|
| | | | | | |

10. Work Experience: (Post Qualification) (on separate sheet):

| S. No. | Organization name and contact details for verification, if required | Period | | Name of the post held | Job Responsibilities | Reason for leaving |
|--------|---|--------|----|-----------------------|----------------------|--------------------|
| | | From | To | | | |
| | | | | | | |

11. Level of knowledge of working on computer specially MS Office:

| Computer Software Packages: | Indicate below against each Excellent/Very Good/Good/Fair/None |
|-----------------------------|---|
| (i) MS Word | |
| (ii) MS Excel | |
| (iii) MS Power Point | |

12. I understand that my selection as Sr. Consultants / Consultants (Non-Tech, Grade-II) / Consultants/ Young Professionals shall not be eligible for any claim or any other benefit/compensation under provisions of any Act/Rules applicable to regular government employees. The engagement does not grant me any right for future employment/regularization in NPPA/ Govt of India or any benefits admissible to the regular employees of NPPA. I shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc, or any other benefits available to the NPPA employees on regular basis.

Signature of the Candidate

Date & Place:

Note: Self attested copies of certificates should be attached.