

आईआईएफसीएल प्रोजेक्ट्स लिमिटेड
IIFCL PROJECTS LIMITED (IPL)

Procedure and guidelines for engagement of Short-Term Consultant (STC) - On Contract in IIFCL Projects Limited (IPL)

A) Definitions:

The following definition applies for the purpose of the present instructions:

1. “Short Term Consultant (STC)/ Short Term Temporary (STT)” means an individual consultant. Individual Consultants or Service Providers are recruited for similar activities as Consultancy/ Service providing firms when a full team is not considered necessary. They may be independent experts not permanently associated with any particular firm. They are normally recruited for project implementation supervision, provision of specific expert advice on a highly technical subject, policy guidance, special studies, compliance supervision, training, or implementation monitoring.
2. “Consultancy Services” covers a range of services that are of an advisory or professional nature and are provided by consultants.
3. “Consultancy” means the nature and purpose of engagement of an Individual Consultant/Service Provider. The said Consultancy engagement will be governed by a specific contract providing for terms and conditions of engagement and by the directions, issued through Office Memoranda/letter/circular/email, post engagement, from time to time, by the Competent Authority.
4. “Competent Authority” for the purpose of these guidelines, would be the CEO, IIFCL Projects Ltd or any official who may specifically be delegated by the CEO.
5. “Remuneration” means a consolidated payment that will be processed by IIFCL Projects Limited on a monthly basis to the Individual Consultant as per terms of engagement and is distinct from Salaries.

B) Detailed Framework:

The general principles of STT/ STC are as follows:

1. Eligibility: The organization will engage short-term consultants based on their qualifications, relevant experience, and expertise as per the requirements of the assignment. The policy shall allow hiring of pro-bono sector experts who are person of eminence and experts in their domain.

2. Selection: Selection of STCs/STTs will adhere to the General Financial Rules (GFR) 2022 and any subsequent updates outlined in the "Rules of Selection of Individual Consultant/Service Provider" and the "Manual for Procurement for Consultancy and Other Services 2022." Vacancies will be advertised periodically on the IIFCL projects website and, when deemed necessary, in both Hindi and English newspapers. Interested candidates would submit their CVs through the designated advertised categories on continuous basis on the [iifclprojects.in] website. Applications will be drawn from CVs submitted within the 7-day window preceding the specific requirement date (cut-off date). A Screening Committee, authorized by competent authority, will evaluate the applications received. The Committee will shortlist candidates and recommend a minimum of three qualified individuals per vacancy. Shortlisted candidates may be called for interviews. The panel of waitlisted candidates will remain eligible for a period of 90 days from the interview date for the respective position.
3. Duration and Renewal: The maximum duration of an STC assignment will be specified based on the nature of the project or assignment. Renewal or extension of an assignment will be considered based on the performance and the specific needs of the organization.
4. Maximum Duration: The maximum duration for an STC assignment, which is typically based on the nature of the project or assignment may be for any number of terms but based on half yearly performance appraisal. This duration is designed to ensure that STC engagements remain consistent with the temporary nature of the consultancy.

A STC/STT appointment is a periodic appointment for up to a maximum of 150 days. However, notwithstanding anything mentioned above, in no case shall the remuneration of any STC/ STT shall exceed 1.35 times of initial remuneration that was offered at the time of joining the services of IPL.

Number of STC/STT:

The total number of STC/STT to be engaged by IPL shall depend on the actual requirement at a particular point of time and provision of budget.

TA/DA/ Lodging

TA/DA, halting, boarding & lodging may be applicable as per the existing terms of TA/DA payable to the existing senior consultants (Grade – III) engaged under NITI Aayog Policy adopted by IPL from time to time(Senior Consultant in Grade – III). For pro-bono experts, who shall be experts of considerable higher experience and contribution in the sector they operate however, shall only be allowed for travel arrangements and accommodation arrangements from IIFCL Projects Ltd in line with Grade III experts and no other expenses shall be admissible to them.