

Position : Consultant (HR)

Position Code : CON 03

Duration: The engagement is contractual initially for a period of One Year.

Consolidated Fee: A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. For the applicant from PSUs, wherever pension is not applicable, the last monthly pay drawn shall be fixed as monthly fee. The amount of fee so fixed shall remain unchanged for the term of the contract & there will be no annual increment / percentage increase during the contract period.

Transport Allowance: An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. Wherever no such rule existed, a lump sum amount as Transport Allowance shall be fixed at the time of appointment.

However, retired employees engaged as Consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment

Job Description: Work closely with HR & Administration Department of BIRAC and provide guidance on various policy matters and inter Government coordination.

Key Responsibilities :

- Hiring and recruitment for BIRAC and Project Management Units (PMUs) under BIRAC.
- Guidance on RTI matters, Parliamentary questions and other statutory correspondence with Ministries and other Government bodies.
- Review existing policies and revision wherever required.
- Explore and hire office space, negotiating and mediating on behalf of BIRAC.
- Any other related job.

Eligibility:

Those retired as Deputy Secretary / Director level position from Central/State Government/ Autonomous bodies / Ministries / other Govt. Departments.

Or

Employees of PSUs under Govt. of India superannuated as General Manager / Group General Manager.

Experience : More than 25 years

Maximum Age : 65 Years