

Position: Chief Consultant [HR & Administration] **Position Code:** CON-18

No. of Position: 01 (One)**Duration:** The engagement is contractual initially for a period of one year and renewal shall be based on the performance & need of the Department.

Consolidated Fee: Those who are retired from Central/State Government/Autonomous Institute/Ministry/Department/PSU, the monthly consolidated fee shall be fixed as Last Pay Drawn by the individual at the time of Superannuation minus pension per month. The amount of fee so fixed shall remain unchanged for the term of 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 mainly to oversee and provide guidance on various HR & Administration activities and provide support in implementation of policy related matters.

Key Responsibilities:

- Implementation of Policies and process guidelines/standard operating procedures.
- Support existing and devise new guidelines & procedures to endure all HR & Administration activities within the framework of devised Govt. norms.
- Hiring and recruitment for BIRAC and Project Management UNITs (PMUs) under BIRAC.
- Guidance on RTI Matters, Parliamentary questions and other statutory compliances with Ministries and other Government bodies.
- Advise and assist other departments on interpretation of administration of personnel policies and implement the same in BIRAC as entirety.
- Ensuring adherence to the Government procedures and protocols including compilation and dissemination of the information in regard to statutory compliances.
- Guidance on the standard norms of procurement both online & office as per the GFR.
- Provide guidance on Reservation Roster, CDA Rules and its implementation.
- Any other work related to HR & Administration matters in BIRAC.

Eligibility:

Those retired as JS/DS/US/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 Twenty-Five (25) Years.

Maximum Age:

65 Years as on closing date of application.