



**Government of Jammu & Kashmir**  
**Department of Rural Development & Panchayati Raj**  
Civil Secretariat, Jammu/Srinagar

**Subject: Hiring of Consultants/Experts/other administrative Staff for State/District Panchayat Resource Center(s) under the centrally sponsored scheme of Rashtriya Gram Swaraj Abhiyan (RGSA).**

Department of Rural Development and Panchayati Raj (RD&PR), J&K invites applications from experienced and qualified persons for their engagement as Experts /Consultants/Data Entry Operators on contractual basis, initially for a period of one year in the State Panchayat Resource Centres (SPRCs)/District Panchayat Resource Centres (DPRCs) which the Department proposes to set up in terms of the Framework for Implementation Revamped RGSA which can be accessed at [www.mopr.gov.in](http://www.mopr.gov.in). The details are as follows:

S. No.	Description	Designation	Number*	Monthly remuneration (In Rs.)	Maximum age limit (in years)	
					At the time of engagement	Till the engaged person can work
1	SPRC	Thematic Expert	4	80,000	55	60
		Consultant Information Education & Communication	4	70,000	55	60
		Data Entry Operator	2	40,000	55	60
2	DPRC	Thematic Expert	4	70,000	55	60
3	Period of Contract	Initially for a period of 01 year or the scheme period whichever be earlier.				
4	Eligibility and Job Description	As per <b>Annexure-I</b> .				

**\*subject to change depending on the requirements of the Department of RD&PR.**

## Terms and Conditions

1. The initial term of engagement shall be one year further extendable at the discretion of the Department on case-to-case basis depending upon the requirements of the Department, quality of output and approval of the Administrative Secretary, Rural Development & Panchayati Raj.
2. The maximum period of engagement may be upto the period of Revamped RGSA Scheme i.e. up to 31<sup>st</sup> March, 2026. Extension beyond 31<sup>st</sup> March, 2026, if any required due to the exigency of work, will be done in deserving cases with the

approval of the Administrative Secretary, Rural Development & Panchayati Raj and not as a matter of routine.

### 3. Entitlements:

- I. **Allowances:** The persons engaged shall not be entitled to any allowances such as Dearness Allowance, Residential Accommodation/Telephone, Transport Facility, Medical Reimbursement, etc.
- II. **Leave:** Leave of 2 days only in a month shall be allowed and there will be no accumulation of leaves beyond a calendar year. In case of absence beyond 18 days in a year, the engaged persons shall not be eligible for any remuneration. Department of RD&PR would be free to terminate the contract in case the engaged person is absent for more than 15 days beyond the entitled leave in a calendar year without permission.
- III. **Maternity Leave Benefit:** A female candidate shall be eligible for Maternity Leave benefit as admissible under Maternity Benefit Act and Rules made thereunder.
- IV. **Travelling/Dearness Allowance:** No TA/DA shall be admissible for joining of the assignment or for the return journey on completion of the assignment. For travel on official duty, whether outside or within the UT of J&K, TA reimbursement of 3<sup>rd</sup> AC Train fare/Air Fare (Economy Class), as per the decision of the Administrative Secretary, RD&PR, will be admissible. DA admissible for hotel accommodation, local travel charges and food bills shall be as per actuals, but not in any case above the scales admissible to a Class-II officer in terms of Jammu & Kashmir Travelling Allowance Rules notified vide SRO 458 dated 24<sup>th</sup> October, 2013, subject to change as per Government Policy.
- V. **Police Verification:** Police verification will be conducted as per the rules after engagement of the personnel, and in case the negative police verification report is received, the contract shall cease to exist with immediate effect without any notice. In such case, the candidate who has already been shortlisted and kept in the waiting list shall be considered for engagement.
- VI. **Identity Card:** The ID card, with the validity of one year, shall be issued with due signatures of competent authority, which shall be renewed upon further extension, if ordered by the competent authority. If the engaged personnel are found misusing the ID card, immediate cancellation of the card followed by necessary legal action shall be taken by the competent authority. On completion of the term of the engagement or cancellation of the contract, the engaged shall immediately surrender the Identity Card.

### 4. Other Terms & Conditions of the Contract:

The engagement shall be on full-time basis, and under no circumstances will the engaged persons be permitted to take up any other assignment/work; neither as an employee/employer nor as an executive member of any organization/institution, during the period of their engagement with the RD&PR Department.

The other terms and conditions shall be as under:

- a. They will be governed by the Official Secrets Act, 1923 as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement in the RD&PR Department. All such documents will be the property of the Government of UT of J&K.
- b. They will not utilize or publish or part with to a third party, any part of the data or statistics or proceedings or information collected for the purpose of their

assignments or during the course of assignment for the Department without the express and written consent of the Department.

- c. The Intellectual Property Rights (IPR) of the collected data as well as deliverables produced for the Department shall remain with the Department.
- d. They will maintain unconditional devotion to duty and adhere to the rules, such as punctuality, office discipline and decorum, positive attitude towards work and extend due courtesy to the superior(s).
- e. Working hours shall normally be from 9:30 am to 5:30 pm during work days. However, in the event of exigencies of work, they may be required to work beyond office hours and may be called on Saturday/Sundays or other holidays for which no extra remuneration shall be paid.
- f. Irrespective of the location indicated in Annexure I where a candidate would ordinarily be required to work from, he/she shall be required to inter-alia mention in the affidavit that he/she shall have no objection in the event of change of location from Jammu to Srinagar and vice-versa, as per the requirement of the Department.
- g. In case of any violation, engagement will be immediately terminated.
- h. The remuneration shall be paid on monthly basis, which shall however be subject to availability of the funds and for delay whatsoever in payment of the remuneration, the candidate shall not be entitled to claim any interest for the delay in payment of dues.

**5. Performance Appraisal:** An Annual Appraisal of the External Manpower (Professionals) would be undertaken. Assessment would be done by the Department and placed in the custody of Deputy Secretary/Under Secretary in the Panchayati Raj Section of the Department for future reference.

#### **6. Termination of Contract:**

The Department of RD&PR may terminate the contract, if:

- i. The engaged personnel are unable to address the assigned works to the satisfaction of the Department.
- ii. Quality of output on the assigned works of the engaged personnel is not to the satisfaction of the Department.
- iii. The engaged personnel fails in the timely achievement of the milestones as decided by the Department.
- iv. The engaged personnel are found lacking in honesty and integrity.
- v. The engaged personnel can leave the Department by giving a notice for a period of not less than two months, failing which he/she will need to deposit one month's salary. In the event of failure to do so, legal action will be taken against him/her.
- vi. In exceptional cases/circumstances, notice period can be curtailed with the approval of the Administrative Secretary, RD&PR, on the recommendation of Director, Panchayati Raj, J&K.

The Department of RD&PR reserves the right to terminate the contract, by giving one month's notice to the engaged personnel.

#### **7. Rights of the RD&PR Department:**

The Department has the right to cancel the advertisement, and not go for the engagement of manpower at any stage. It may accept or reject any or all applications, without giving any reasons therefor, whatsoever. If required, any of the provisions of these Guidelines may be relaxed in the interest of the Government with the approval of the Administrative Secretary, RD&PR Department.

## **8. Submission of Application**

The applications should be in the format as per Annexure II, supported with the self-attested copies of relevant documents. The applications are to be submitted through ..... with the subject "**Application for post of-----** ", within 15 days from the date of publication of the advertisement. Incomplete application not supported with self-attested relevant documents will not be entertained.