

No. BB/3621/14/05
भारत सरकार
Government of India
जल संसाधन, नदी विकास और गंगा संरक्षण मंत्रालय
Ministry of Water Resources,
River Development & Ganga Rejuvenation
ब्रह्मपुत्र बोर्ड
Brahmaputra Board

बशिष्ठ, गुवाहाटी-781029
दिनांक/ Dated : 24.05.2019

VACANCY CIRCULAR

Applications are invited for filling up of a post of **Consultant (Public Relations Officer)** in Brahmaputra Board on contract basis from eligible retired officers of Group "B" services of Indian citizenship. The filled up applications in prescribed format should reach the Secretary, Brahmaputra Board, Basistha, Guwahati-29 within 7th June'2019. No application will be received/ entertained after the scheduled date of receipt.

1. Name of Post : Consultant (**Public Relations Officer**) 1 (one) post
2. **Eligibility** : Having experience in the field of Public Relations who has worked in Central/State govt. office in the grade as Group "B" officer having working experience dealing with Flood Management.
3. Duties of Consultant : Make necessary arrangement of various meetings of Brahmaputra Board, Publish important events of Brahmaputra Board in Media (Print & Electronic) and works entrusted by the Competent Authority from time to time.
4. Maximum age limit : Up to 65 (sixty five) years
For serving as
Consultant
5. Tenure : Initially for 6 (six) months which may be extended as per requirement.
6. Salary : Negotiable
7. Place of posting : Brahmaputra Board HQs at Basistha, Guwahati- 29
8. Other allowances : Not admissible

Terms and conditions-

- 10.1 In incumbent will have the administrative authority of Public Relations Officer, Brahmaputra Board
- 10.2 He/She will perform the function as a Consultant(PRO) of Brahmaputra Board with HQ at Brahmaputra Board, Guwahati. The Chairman or Competent Authority of Brahmaputra Board will be the Controlling Officer during the above arrangement.

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- 10.3 The other terms and conditions for the incumbent engagement as Consultant(PRO) will be as under :-
- 10.3.1 The period of consultancy will be for a period of 6 (six) months, from the date of joining as Consultant or until further orders, whichever is earlier.
- 10.3.2 His/She engagement as Consultant in the Brahmaputra Board shall not be considered as a case of re-employment which is purely on contract basis and it is neither a job nor an assurance for job in the Brahmaputra Board. This engagement as Consultant will not confer any right for regular appointment to the post and will not confer any right for staking any claim for regular appointment to the post.
- 10.3.3 He/She shall be on the whole time engagement with Brahmaputra Board and shall not accept any other appointment, paid or otherwise and shall not engage himself in private practice of any kind during the period of contract.
- 10.3.4 He/She will receive a consolidated remuneration to be fixed by the department for the entire period of contract.
- 10.3.5 The incumbent will abide by the rules and regulations of the Brahmaputra Board and other rules and procedures applicable to an ordinary Government Servant, while on service
- 10.3.6.1 He/She will be allowed TA/DA on official journeys as per the grade pay of Rs.5400/- (6th CPC). The Controlling Officer for allowing tours/ approving tour programme will be or the Competent Authority of Brahmaputra Board. However, the incumbent will not be entitled for any other allowances.
- 10.3.6.2 He/She will be eligible for official e-mail ID, reimbursement of Telephone bill up to Rs. 800/- (eight hundred) per month, official ID card, provided with office room with standard office equipment.
- 10.3.7.1 He/She will be eligible for 08 (eight) days casual leave in a calendar year on pro-rata basis and no remuneration will be paid in case his absence exceeds eight days, but un-availed leave will not be carried forward nor will be encashed.
- 10.3.7.2 Attendance: The attendance of the incumbent will be marked on biometric attendance system.
- 10.3.8 The working hours shall be the official working hours of Brahmaputra Board as per roster and as decided by the Chairman/Vice-Chairman/Secretary/ Chief Engineer-II, Brahmaputra Board, but the incumbent may be required to work late beyond normal hours and may be called on Saturdays/Sundays/ Gazetted holidays, if situation so demands, on orders of Secretary or Competent Authority of Brahmaputra Board.

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- 10.3.9 Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Brahmaputra Board will issue TDS Certificate.
- 10.3.10 The Intellectual Property Rules (IPR) of the data collected as well as the deliverables produced for the Brahmaputra Board as a whole shall not be utilized or published or disclosed or part with, to a third party and any part of the data or statistics or proceedings or information collected for the purpose of this contract, or during the course of the contract shall be disclosed, without the written consent of the Secretary, Brahmaputra Board
- 10.3.11 During the period of assignment in Brahmaputra Board and also thereafter, it is likely that the incumbent may come across certain information of important/ confidential nature. He will not divulge any information gathered during the period of assignment, to anyone who is not authorized to know / have the same.
- 10.3.12 On termination/closure of contract period, he will be bound to hand-over the entire set of records of assignment to the Chief Engineer-II or Competent Authority of Brahmaputra Board before expiry of the contract and before the final payment is released by Brahmaputra Board
- 10.3.13 He/She will in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Brahmaputra Board in particular and the Government in general
- 10.3.14 The place for settlement for all disputes through negotiation, mediation, referral and also through legal media would be Guwahati and decision of the or Competent Authority of Brahmaputra Board shall be binding to the incumbent.
- 10.3.15 The Chairman / Vice-Chairman, Brahmaputra Board may terminate the contract if:
- 10.3.15.1 The Consultant is unable to address the assigned works,
- 10.3.15.2 Quality of the assigned works is not to the satisfaction of the Chairman/ Vice-Chairman, Brahmaputra Board
- 10.3.15.3 The incumbent fails in timely achievement of the milestones as finally decided by the Brahmaputra Board
- 10.3.15.4 He/She is found lacking in honesty and integrity
- 10.3.15.5 The Consultant can also seek for termination of the contract upon giving one month notice to the Chairman/Vice Chairman, Brahmaputra Board

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- 10.3.16 The Chairman/Vice-Chairman, Brahmaputra Board reserves the right to terminate the contract, by giving 1 (one) month's notice and the termination shall be effected by written notice served on the Consultant and shall take effect in 30 (thirty) days of delivery of such notice, the termination will be without prejudice to either party's rights accrued before termination.
11. On acceptance of the above terms and conditions, the incumbent may be requested to join as Consultant within 10 (ten) days of receipt of the appointment letter.


(J. C. Mazumdar)
Deputy Secretary(E)

Copy to:-

1. PPS to Chairman, Brahmaputra Board, Basistha, Guwahati-29
2. PS to Vice Chairman, Brahmaputra Board, Basistha, Guwahati-29
3. Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29
4. Chief Engineer-II, Brahmaputra Board, Basistha, Guwahati-29
5. All Superintending Engineers, Brahmaputra Board
6. Chief Vigilance Officer, Brahmaputra Board, Basistha, Guwahati-29
7. Deputy Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29
8. All Executive Engineers, Brahmaputra Board
9. In-charge, IT Cell, Brahmaputra Board, Basistha, Guwahati-29 with a request to upload the aforesaid Circular and the enclosed Proforma in the website of Brahmaputra Board
10. Notice Boards
11. Relevant Files/ Guard Files