

F. No. A-41020/1/2021-E-II (Part – 2)

**Government of India
Ministry of Ayush
(Establishment-II Section)**

Ayush Bhawan, 'B' Block

GPO Complex, INA

New Delhi – 110023

Dated, the 23rd September, 2026

CIRCULAR

Subject: Engagement of Consultants (Official Language) on contract basis in the Ministry of Ayush - reg.

The undersigned is directed to say that the Ministry of Ayush proposes to prepare a panel of Consultants (Official Language) for engagement on contract basis in Ministry of Ayush proper. The details are enclosed as **Annexure – I**. The short-listed candidates will be considered for engagement as per the requirement of the Ministry. The advertisement is for 02 positions given in **Annexure – I**, however, suitable applicants will be placed in the panel to meet the immediate requirements of the Ministry in the future.

2. The terms and conditions of the engagement will be as per the guidelines circulated vide Ministry of Ayush letter no. A-41020/4/2020-E-II dated 01.04.2026 (**copy enclosed**).

3. Interested and eligible applicants may submit their particulars "strictly in the enclosed format (**Annexure – II**) along with CV and relevant documents supporting the claim" to Sh. Shailendra B Hedao, Under Secretary (Admin), Ministry of Ayush, Room No. 402, Ayush Bhawan, GPO Complex, INA, New Delhi-110023 latest by **13th October, 2026**. Applications received after due date will not be considered.

4. Ministry of Ayush reserves the right to accept or reject any application without assigning any reason.

[Encl. : As Above]

Shailendra B Hedao
23/9/26

(Shailendra B Hedao)

Under Secretary to the Government of India

To :

All Ministries/Departments of Government of India with the request to give wide publicity to all the eligible officers.

Copy to:

1. Under Secretary, (CS I division), Department of Personnel & Training, 501, Ground Floor, GPOA-3 Building, Netaji Nagar, New Delhi, 110023– with a request to direct the concerned to upload the advertisement on DoPT website.
2. Media Cell to upload the same on Social Media Platforms of Ministry of Ayush.
3. Dr. Dhanyamol TK, Web information Manager, Ministry of Ayush with the request to upload the circular on the website of the Ministry.

Annexure – I

ADVERTISEMENT OF THE POST

1.	No. of consultants to be engaged on contract basis	Consultants (Official Language) - 02
2.	Period of engagement	Initially for a period of up to 31.03.2027. Tenure may be further extended, subject to functional requirements and also subject to appraisal of the performance.
3.	Age limit	Retired Government Servants: Should not be more than 64 years of age as on the closing date for receipt of applications. Open Market Candidates: As per the general provisions of ministry of Ayush Guidelines dated 01.04.2026 i.e. upto 45 years
4.	Entry requirement level	A. Candidates from Open Market: As prescribed under the Ministry of Ayush Guidelines for Engagement of Consultants dated 01.04.2026: Master's Degree in Hindi with English as a compulsory/elective subject or as the medium of examination at degree level; OR Master's Degree in English with Hindi as a compulsory/elective subject or as the medium of examination at degree level from a recognized University. Relevant post-qualification work experience in Official Language/Hindi implementation, translation, drafting, and noting. B. Retired Government Servants: Persons retired from Central Government / Ministries / Departments holding the post of Assistant Director / Deputy Director / Joint Director or equivalent from Central Secretariat Official Language Service (CSOLS) or other Central Services.
5.	Terms and conditions	As per the guidelines for engagement of consultant circulated vide Ministry of Ayush letter no. A-41020/4/2020-E-II dated 01.04.2026.
6.	Specialization in	1. Administrative/Official Language Implementation related matters. 2. Translation from English to Hindi and vice versa.
7.	Desirable	• Experience in Central Government/Secretariat functions, translation from English to Hindi and vice versa, noting, drafting, and administrative/Official Language implementation. • Persons having additional research experience, published papers, or relevant higher qualifications.

		• Working proficiency in MS Office and independent Hindi/English typing Preference will be given to those who are proficient in MS Word and independent Hindi/English typing.
8.	Remuneration	Retired Government Servants: Fixed monthly remuneration as per DoPT / Ministry of Finance rules and Ministry Guidelines dated 01.04.2026 (last pay drawn minus basic pension plus transport allowance) • Open Market Candidates: Consolidated monthly remuneration in accordance with Ministry of Ayush Guidelines dated 01.04.2026 i.e. Rs.60,000/- Per month
8.	Place of work	i. Ayush Bhawan, GPO Complex, INA, New Delhi - 110023 OR ii. Office Block 3, NBCC Building, East Kidwai Nagar, New Delhi – 110023

Annexure – II

**APPLICATION FORM FOR VARIOUS POSTS ON CONTRACT BASIS IN THE
MINISTRY OF AYUSH**

Affix passport
size photo duly
self-attested

I. Personal Details :

1.	Post applied for (Consultant (OL/Hindi))	
2.	Name of the Applicant (in Block Letters)	
3.	Father's / Husband's name	
4.	Date of birth (DOB)	
5.	Nationality	
6.	Permanent address	
7.	E-mail ID (in Block Letters)	
8.	Mobile Number	
9.	In case of retired Govt. Servant, last post held in government service prior to retirement along with the name of Ministry/ Department/ Organisation (please attach a copy of PPO)	
	Pay level/ Grade Pay of the last post held	
10.	References	i. ii.

II. Educational Qualifications : (Please attach the self-attested copies of education certificates supporting the claim)

S. No.	Degree/ Diploma

III. Professional experience : (Please attach self-attested copies of experience certificates supporting the claim)

S. No.	Name of the organization	Period of Service/ Engagement	Post held prior to retirement (in case of Govt. employees)

I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Signature with date

भारत सरकार
आयुष मंत्रालय
(स्थापना-II अनुभाग)

आयुष भवन, 'बी' ब्लॉक
जीपीओ कॉम्प्लेक्स, आईएनए
नई दिल्ली- 110023
दिनांक: 23 सितंबर, 2026

परिपत्र

विषय: आयुष मंत्रालय में संविदा आधार पर परामर्शदाता (राजभाषा/हिंदी) को नियोजित करने के संबंध में।

अधोहस्ताक्षरी को यह कहने का निदेश हुआ है कि आयुष मंत्रालय में संविदा आधार पर नियोजन करने के लिए परामर्शदाताओं (राजभाषा/हिंदी) का एक पैनल तैयार करने का प्रस्ताव है। विवरण **अनुलग्नक-I** में दिया गया है। चयनित उम्मीदवारों पर मंत्रालय की आवश्यकता के अनुसार नियोजन हेतु विचार किया जाएगा। यह विज्ञापन **अनुलग्नक-I** में दिए गए 02 पदों के लिए है; तथापि, भविष्य में मंत्रालय की तात्कालिक आवश्यकताओं की पूर्ति हेतु उपयुक्त आवेदकों को एक पैनल में रखा जाएगा।

2. नियोजन हेतु नियम और शर्तें आयुष मंत्रालय के दिनांक 01.04.2026 के पत्र संख्या ए-41020/4/2020-ई-II (**प्रति संलग्न**) के अनुसार परिचालित दिशानिर्देशों के अनुसार होंगे।

3. इच्छुक और योग्य आवेदक अपना विवरण "केवल संलग्न प्ररूप (**अनुलग्नक-II**) में ही अपने सीवी (CV) और दावों से संबंधित संगत दस्तावेजों के साथ" श्री शैलेन्द्र बी. हेड़ा, अवर सचिव (प्रशासन), आयुष मंत्रालय, कमरा संख्या 402, आयुष भवन, जीपीओ कॉम्प्लेक्स, आईएनए, नई दिल्ली-110023 को **13 अक्टूबर, 2026** तक प्रस्तुत करें। नियत तिथि के पश्चात् प्राप्त आवेदनों पर विचार नहीं किया जाएगा।

4. आयुष मंत्रालय बिना कोई कारण बताए किसी भी आवेदन को स्वीकार या अस्वीकार करने का अधिकार रखता है।

[संलग्न: यथोपरि]

शैलेन्द्र बी. हेड़ा

(शैलेन्द्र बी. हेड़ा)

अवर सचिव, भारत सरकार

सेवा में :

भारत सरकार के सभी मंत्रालयों/विभागों से अनुरोध है कि वे सभी पात्र अधिकारियों के बीच इसका व्यापक प्रचार-प्रसार करें।

प्रतिलिपि:

1. अवर सचिव, (सीएस-1 प्रभाग), कार्मिक और प्रशिक्षण विभाग, 501, भूतल, जीपीओए-3 भवन, नेताजी नगर, नई दिल्ली-110023 को इस अनुरोध के साथ कि वे संबंधित अधिकारी को डीओपीटी की वेबसाइट पर विज्ञापन अपलोड करने का निर्देश दें।
2. मीडिया प्रकोष्ठ- इसे आयुष मंत्रालय के सोशल मीडिया प्लेटफॉर्म पर अपलोड करें।
3. डॉ. धन्यमोल टी.के., वेब सूचना प्रबंधक, आयुष मंत्रालय को इस अनुरोध के साथ कि वे इस परिपत्र को मंत्रालय की वेबसाइट पर अपलोड करें।

परामर्शदाता (राजभाषा/हिंदी) के पद के लिए विज्ञापन

1.	संविदा आधार पर नियोजन किए जाने वाले परामर्शदाताओं की संख्या	परामर्शदाता (राजभाषा) - 02
2.	नियोजन की अवधि	प्रारंभ में 31.03.2027 तक की अवधि के लिए। कार्यात्मक अपेक्षाओं और कार्य निष्पादन के मूल्यांकन के अधीन कार्यकाल को आगे बढ़ाया जा सकता है।
3.	आयु सीमा	सेवानिवृत्त सरकारी सेवक: आवेदन प्राप्त करने की अंतिम तिथि को 64 वर्ष से अधिक आयु नहीं होनी चाहिए। अन्यथा विचारणीय अभ्यर्थी (ओपन मार्केट कैंडिडेट): आयुष मंत्रालय के दिनांक 01.04.2026 के दिशा-निर्देशों के सामान्य प्रावधानों के अनुसार, अधिकतम आयु 45 वर्ष होगी।
4.	प्रवेश स्तर की अपेक्षा	क. अन्यथा विचारणीय अभ्यर्थी (ओपन मार्केट कैंडिडेट): आयुष मंत्रालय द्वारा दिनांक 01.04.2026 को जारी परामर्शदाताओं की नियुक्ति संबंधी दिशा-निर्देशों के अंतर्गत यथा-निर्धारित: किसी मान्यता प्राप्त विश्वविद्यालय से हिंदी में स्नातकोत्तर डिग्री, जिसमें डिग्री स्तर पर अंग्रेजी अनिवार्य/वैकल्पिक विषय के रूप में हो या परीक्षा का माध्यम अंग्रेजी हो; अथवा किसी मान्यता प्राप्त विश्वविद्यालय से अंग्रेजी में स्नातकोत्तर डिग्री, जिसमें डिग्री स्तर पर हिंदी अनिवार्य/वैकल्पिक विषय के रूप में हो या परीक्षा का माध्यम हिंदी हो। राजभाषा/हिंदी कार्यान्वयन, अनुवाद, प्रारूपण तथा टिप्पण में संबंधित शैक्षणिक योग्यता प्राप्त करने के बाद का प्रासंगिक कार्यानुभव। ख. सेवानिवृत्त सरकारी सेवक: केंद्रीय सचिवालय राजभाषा सेवा (सीएसओएलएस) अथवा अन्य केंद्रीय सेवाओं में सहायक निदेशक/उप निदेशक/संयुक्त निदेशक या समकक्ष पद पर कार्यरत रहे केंद्रीय सरकार/मंत्रालयों/विभागों से सेवानिवृत्त व्यक्ति।

5.	नियम और शर्तें	आयुष मंत्रालय के दिनांक 01.04.2026 के पत्र संख्या ए-41020/4/2020-ई-II के अनुसार परामर्शदाता के नियोजन हेतु परिचालित दिशानिर्देशों के अनुसार होंगे।
6.	विशेषज्ञता	1. प्रशासनिक/राजभाषा कार्यान्वयन संबंधी मामले। 2. अंग्रेजी से हिंदी और विलोमतः अनुवाद करने की योग्यता।
7.	वांछनीय	• केंद्र सरकार/सचिवालय के कार्यों, अंग्रेजी से हिंदी और विलोमतः अनुवाद, टिप्पण, प्रारूपण तथा प्रशासनिक/राजभाषा कार्यान्वयन में अनुभव। • अतिरिक्त अनुसंधान अनुभव, प्रकाशित शोध-पत्र अथवा संबंधित उच्चतर शैक्षणिक योग्यताएं रखने वाले व्यक्ति। • एमएस ऑफिस में कार्य करने की दक्षता तथा हिंदी/अंग्रेजी में स्वतंत्र रूप से टंकण करने की दक्षता। एमएस वर्ड में कार्य करने में दक्ष तथा हिंदी/अंग्रेजी में स्वतंत्र रूप से टंकण करने में सक्षम अभ्यर्थियों को वरीयता दी जाएगी।
8.	पारिश्रमिक	सेवानिवृत्त सरकारी सेवक: कार्मिक एवं प्रशिक्षण विभाग (डीओपीटी)/ वित्त मंत्रालय के नियमों तथा दिनांक 01.04.2026 के मंत्रालय के दिशा-निर्देशों के अनुसार निश्चित मासिक पारिश्रमिक (अंतिम आहरित वेतन में से मूल पेंशन घटाने के उपरांत परिवहन भत्ता)। • अन्यथा विचारणीय अभ्यर्थी (ओपन मार्केट कैंडिडेट): दिनांक 01.04.2026 के आयुष मंत्रालय के दिशा-निर्देशों के अनुसार समेकित मासिक पारिश्रमिक, अर्थात् ₹60,000/- प्रति माह।
9.	कार्यस्थल	I. आयुष भवन, जीपीओ कॉम्प्लेक्स, आईएनए, नई दिल्ली - 110023 अथवा II. ऑफिस ब्लॉक 3, एनबीसीसी बिल्डिंग, ईस्ट किदवई नगर, नई दिल्ली - 110023

अनुलग्नक - II

आयुष मंत्रालय में संविदा आधार पर विभिन्न पदों के लिए आवेदन पत्र

अपना स्व-
प्रमाणित पासपोर्ट
आकार का फोटो
चिपकाएं

I. व्यक्तिगत विवरण:

1.	आवेदित पद का नाम (परामर्शदाता (राजभाषा/हिंदी))	
2.	आवेदक का नाम	
3.	पिता / पति का नाम	
4.	जन्मतिथि	
5.	राष्ट्रीयता	
6.	स्थायी पता	
7.	ई-मेल आईडी	
8.	मोबाईल संख्या	
9.	सेवानिवृत्त सरकारी कर्मचारी के मामले में, सेवानिवृत्ति से पहले सरकारी सेवा में धारित अंतिम पद के साथ मंत्रालय/विभाग/संगठन का नाम (कृपया पीपीओ की एक प्रति संलग्न करें)	
	धारित अंतिम पद का वेतन स्तर/ग्रेड	

	वेतन	
10.	संदर्भ	i. ii.

II. शैक्षणिक योग्यताएं : (कृपया दावे के समर्थन में शैक्षणिक प्रमाण-पत्रों की स्व-सत्यापित प्रतियां संलग्न करें)

क्रम सं.	डिग्री/ डिप्लोमा

III. पेशेवर अनुभव: (कृपया दावे के समर्थन में अनुभव प्रमाण पत्रों की स्व-सत्यापित प्रतियां संलग्न करें)

क्रम सं.	संगठन का नाम	सेवा/नियोजन की अवधि	सेवानिवृत्ति से पहले धारित पद (सरकारी कर्मचारियों के मामले में)

मैं सत्यनिष्ठापूर्वक प्रतिज्ञा करता हूं कि उपरोक्त घोषणा सत्य है और मैं समझता हूं कि मेरी नियुक्ति के बाद घोषणा असत्य पाए जाने की स्थिति में मैं सेवा से बर्खास्त किए जाने के लिए उत्तरदायी होऊंगा।

दिनांक सहित हस्ताक्षर

F. No. A-41020/4/2020-E-II
Government of India
Ministry of Ayush
(Establishment – II Section)

Ayush Bhawan, 'B' Block
GPO Complex, INA
New Delhi - 110023.
Dated, the 1st April, 2026

To.

All Research Councils/ National Institutes/ Subordinate Offices/ PSU's of the Ministry of Ayush
(As per Standard List).

Subject: Guidelines for engagement of Consultants and Young Professionals in the Ministry of Ayush - reg.

Madam/Sir,

The guidelines for engagement of Consultants and Young Professionals in the Ministry are hereby revised as per enclosure with immediate effect.

2. This issues with the concurrence of IFD vide CD No. 495 dated 02.12.2025.

[Encl. As Above]

Yours faithfully.



(Shiela Tirkey)

Under Secretary to the Government of India

Copy to;

1. CP & RTI section.
2. Sh. Dhanyamol TK, Research Officer for uploading on the official website of the Ministry.
3. Sh. Tanuj, NIC for uploading on e-office.

Guidelines and procedure for engagement of Consultants and Young Professionals in the Ministry of Ayush (Applicable w.e.f. 01 April 2026)

The engagement of non-officials as consultant and Young Professional on contract basis in the Ministry of Ayush shall henceforth be regulated as per the following guidelines and process:

1. GENERAL

1.1 The purpose of these guidelines is to define the broad procedures for selection, contracting and monitoring of consultants and Young Professional engaged by Ministry of Ayush.

1.2 The engagement of consultants and Young Professionals shall be for specific purpose (s) and for specified duration as per procedure prescribed here under. However, following may be the main reasons for engagement: -

- (a) The absence of required expertise in house, or
- (b) The need for economy and efficiency, or
- (c) The need to have highly qualified experts for providing the specific services.

1.3 The consultants and Young Professionals would be appointed to undertake mainly the following work:

- i. Work related with implementation of the schemes of the Ministry of Ayush, organizing Seminars/Conferences, preparation of agenda, briefs, speeches, minutes, Annual Report, Preparation of Annual Plan, Budget and accounts, court cases/legal matters, technical consultancy etc. under the active supervision of Programme Division.
- ii. The Consultants and Young Professionals would provide secretarial services, office support in order to ensure a high level of efficiency and effectiveness of office administration.

2. RULE POSITION FOR APPOINTMENT OF CONSULTANTS AND YOUNG PROFESSIONALS

The Guidelines for engagement of Consultants are laid down in the General Financial Rules, 2017 (Rule 177 to 196), 'Manual of Policies and Procedure of Consultancy & Other Services-2017' issued by Ministry of Finance and relevant instructions of DoP&T, Ministry of Finance and other nodal Ministries/Departments issued from time to time. The instructions issued by the Government from time to time will prevail over these guidelines to the extent these guidelines or a part thereof being contrary to such instructions.

B. L. Jirkey
11.4.26

3. **QUALIFICATION, EXPERIENCE, AGE LIMIT AND REMMUNERATION OF CONSULTANTS AND YOUNG PROFESSIONALS:**

Professionals with requisite qualifications and experience as prescribed would be hired as Consultants and Young Professionals. The qualification, age limit and remuneration for each of the categories of the Consultant and Young Professionals are given in the table below :-

Technical Consultant:-

Category	Qualification*	Post Qualification on Experience	Age	Starting Remuneration on (per month) #
Lead Consultant	PhD/PG in the relevant field as per the requirement of Section will be considered at the time of advertisement with the approval of Secretary (Ayush)	3 to 8 years	Upto 45 Years	Rs. 70,000/- to Rs. 1,00,000/-
Domain Expert/ Advisor		More than 8 years	Upto 55 Years	Rs. 1,00,000/- to Rs. 1,50,000/-

Young Professional and General/Finance/Legal/Media/ IT/Project Consultant:-

Category	Qualification	Post Qualification on Experience	Age	Starting Remuneration on (per month) #
Young Professional	Bachelor Degree in relevant subject or technical qualifications like B.Tech, MBA or equivalent in relevant field/subject.	NIL	Upto 40 Years	Rs. 50,000/-
Consultant (Gen/Fin/Legal/IT/Media/Project)	Post-Graduation in relevant field (Ayurveda/Siddha/ Unani/Homoeo/ Y&N)/ Mass Communication/IT/ M.Tech/MBA/Computer Science/ LLB and other disciplines	5-10 Years	Upto 45 Years	Rs. 60,000/-
Senior Consultant (Gen/Fin/Legal/IT/Media/Project)	OR Graduation in relevant field (Ayurveda/Siddha/ Unani/Homoeo/ (Y&N)/ Mass Communication/ IT/ B. Tech/ Computer Science/ LLB and other disciplines) (with additional experience of 02 years)	More than 10 Years	Upto 50 Years \$\$	Rs. 90,000/-

Birli Zingay

- Persons with additional qualifications research experience published papers and post-qualification experience in the relevant field would be preferred.
- For the post of Consultant, research experience while doing PhD will also be counted as post-qualification experience.

* The proposed remuneration is in line with the guidelines issued by Department of Health Research.

Annual increase in remuneration upto the maximum of 5% will be permissible depending upon performance appraisal. In exceptional cases where Programme Division strongly feels, enhancement of upto 10% can be given with the approval of Secretary in concurrence with IFD.

\$\$ In exceptional circumstances, Consultants of age above 60 years may be engaged with the approval of Secretary (Ayush). However, he/she should not be allowed to function as consultant or Young Professional beyond the date he/she attains 65 years of age.

4. PERIOD OF ENGAGEMENT

4.1 The initial engagement of a person as Consultant and Young Professional would be for a period of 3 (three) years, subject to yearly review, appraisal and recommendation of Joint Secretary/Equivalent Officer of Programme Division concerned. The engagement would be reviewed thereafter and extension may be granted, which would not exceed one year at a time, provided period of continuous engagement shall not exceed five years (in total) in any case. In exceptional circumstances engagement of consultants and young professionals beyond 5 years may be considered in deserving cases keeping in view his/her good health & level of expertise by a committee headed by concerned Joint Secretary/Equivalent Officer including a member/representative each from IFD, MoA and DS/Dir of concerned Programme Division, whose recommendation will be submitted to Secretary (Ayush) for consideration/approval. The engagement of consultants and young professional will be through an open advertisement and the Consultants and Young Professionals whose 5 years tenure is over can also apply for the post.

4.2 The appointment of Consultants and Young Professionals would be on full-time basis and they would not be permitted to take up any other assignment during the period of consultancy.

4.3 The engagement of Consultants and Young Professionals is of a temporary nature for a specific job, which is well defined in terms and conditions and time frame for its completion. The engagement can be terminated at any time by the Ministry of Ayush without assigning any reasons.

4.4 Young Professional and Consultant would not move from one category to next higher category merely on account of length of service. Any appointment to a higher category would only be through a fresh selection process.

4.5 The performance of the Consultant and Young Professional will be assessed by the concerned Programme Division for first 3 (three) months from commencement date of consultancy. During this period, in case, if the Organization is not satisfied with the work/performance, the services of the Consultant will be terminated immediately without any notice period.

B. S. Jindal

4.6 While appointing Consultant and Young Professionals, the Police Verification/appraisal/vigilance record (if any) from previous office may also be obtained.

4.7 The engagement of Consultant and Young Professional will be purely on contract basis and will not confer any right for regular appointment in the Ministry/organization.

5. PROCEDURE:

Following procedure is to be followed for engagement of Consultant(s) :-

Procedure for Young Professionals/Consultants:

- The consultant/Young Professional would be engaged after following due procedure, including calling for applications through advertisement.
- The engagement can also be made on nomination basis in rare circumstances with due justification and approval of Secretary (Ayush) and concurrence of IFD.
- The scrutiny of applications and selection of Young Professional/Consultant will be carried out by a Committee in the Ministry/Organisation.
- The Selection Committees shall comprise as under:

For Young Professionals	For Consultants & Sr. Consultants (Gen/Fin/ Legal/ Media/IT/Project)	Lead Consultants/ Advisor/ Domain Expert
Director/DS (Admn.)- Chairperson Director/DS(concerned Section) - Member Under Secretary (Admn.) – Member	Director/DS (Admn.) – Chairperson Director/DS (Concerned Section) – Member Under Secretary (Admin) – Member Sr. Legal Consultant/ Sr. Project Consultant/ Sr. Media Advisor (Media)/ Advisor of concerned Stream (Tech) - Member	JS (Admn.) – Chairperson Advisor (Concerned Stream) – Member Jt. Advisor (Concerned Stream) – Member Director/DS (Admin) – Member

- Divisions in the Ministry of Ayush desirous of utilizing the Young Professional shall prepare Terms of Reference for the work and inputs in the format prescribed at Annexure – IV (format can expanded by the concerned Division based on their specific requirement).
- Based on their requirement, the concerned Division will send a request to Administration Division on a half-yearly basis, i.e., by February and August of every year. The Administration Division will invite applications for the available slots and place the same on website of the Ministry of Ayush.
- The Selection Committee may include a waitlist of 2 persons, per vacancy. The panel would be valid for a period of one year.

Dr. Anil Kumar

6. ENTITLEMENT OF ALL CATEGORIES OF CONSULTANTS AND YOUNG PROFESSIONALS

- a. **Leave** - Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. The leaves are allowed from April to March of the following year i.e. during contract year. Accumulation beyond financial year will not be allowed.
- b. **TA/DA** - No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of consultants is not permitted at all unless specifically authorized by Secretary in public interest. However, Consultants/ Young Professionals shall be allowed TA/DA for their travel inside the country with the approval of competent authority in connection with the official work. The details of TA/DA policy applicable to consultants/Young Professionals are at Annexure-I.

7. WORKING HOURS

Consultants/Young Professionals shall follow the normal working hours as prescribed, however, services of a Consultant may be required beyond office hours or on weekend/closed holidays depending upon exigency or as specified by the Division. No extra remuneration will be paid.

8. TAX DEDUCTION AT SOURCE:

The 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 Ministry will issue TDS Certificate(s).

9. CONFIDENTIALITY OF DATA AND DOCUMENTS

- During the currency of engagement with the Ministry, the Consultant/ Young Professional would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge directly or indirectly any information in their possession, to anyone who is not authorized to have the same.
- The Intellectual Property Right (IPR) of the data collected as well as deliverables produced for the Ministry /Departments/Organization shall remain with the Ministry/Department/ Organization.
- No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for the Ministry / Department/ Organization and even after termination of contract, without the express written consent of the Ministry / Department / Organization.
- The Young Professional/Consultant/Advisor/Domain Expert may not, except with the previous sanction of the Ministry in due performance of duty, publish a book or article or participate in radio/television broadcast or contribute an article to any newspaper or periodical/journal.
- The consultant/ Young Professional shall be bound to hand - over the entire set of records of assignment to the Ministry / Department/ Organization before the expiry of the contract and before the final payment is released by the Ministry/ Department / Organization.
- Consultants/Young Professionals will be required to sign in the prescribed 'Non-Disclosure Agreement' (Annexure-II) + Contractual Agreement (Annexure-III)

B. S. Jindal

10. APPRAISAL OF THE CONSULTANT - Performance of the Consultant/ Young Professional will be appraised by the Controlling Officers on annual basis (from 1st April to 31st March of the subsequent year coinciding with contract year). All the Consultants/ Young Professionals shall be required to submit their self-appraisal in the prescribed format as at Part A, B & C. Appraisal will be pre- requisite for continuation/extension of engagement of Consultants/ Young Professionals.

11. TERMINATION OF THE ENGAGEMENT: The Ministry of Ayush retains the right to terminate the contract at any time without giving any notice and also without assigning any reason. Some of the situations under which the Ministry may terminate the contract are:

- i. The Consultant/Young Professional is unable to address the assigned work.
- ii. Quality of the assigned work is not to the satisfaction of the Officer/Ministry.
- iii. The Consultant/Young Professional is found lacking in honesty and integrity.

12. The Ministry of Ayush shall not be responsible for any loss, accident, damages/injury suffered by the Young Professionals/ consultants whatsoever arising out of the performance of duties including travel.

13. REVIEW OF GUIDELINES

These guidelines may be reviewed as and when the circumstances so warrant with the approval of the Secretary (Ayush) and concurrence of IFD.

14. RIGHT OF THE MINISTRY

The Ministry has the right to cancel the advertisement, and not go for engagement of Consultant/ Young Professional, at any stage. It may accept or reject any or all applications, without giving any reason thereof, whatsoever.

B. L. S. S.

Guidelines for engagement of Consultants (retired Government Servants) in the Ministry of Ayush.

1. Eligibility:

1.1 Persons retired from the post of Section Officer/ Under Secretary/ Deputy Secretary/ Doctors'/ Director/ Joint Secretary/ Additional Secretary or equivalent in the Government of India, State Governments, Attached & Subordinate offices, PSU's, Autonomous Bodies of the Government of India are eligible for the position of Consultant in their respective spheres of specialization.

1.2 Candidates should have excellent communication and interpersonal skills. Knowledge of computer applications such as MS Word, MS Excel and Power Point, etc. is essential.

1.3 Candidates should be well conversant with Central Secretariat functions like drafting, noting, budget, accounts, office procedures, etc.

1.4 The different levels of Consultants and their entry-level requirements are as follows:

S. No.	Entry-Level requirement	Designation
1.	Retired Section Officer/ Under Secretary/ Deputy Secretary/ <u>Directors</u> / Joint Secretary/ Additional Secretary	Consultant/Principal Consultant

2. Age:

2.1 Should not be more than 64 years of age on the last date of receipt of application.

2.2 The contract shall not be extended beyond 05 years after superannuation.

3. Remuneration:

3.1 For the retired government employees who are engaged as consultants; a fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract. There will be no annual increment/percentage increase during the contract period.

3.2 No Dearness Allowance shall be allowed during the term of contract for retired government employees.

3.3 A fixed amount as Transport Allowance shall be paid to the consultants who are retired government employees. The entitlement of Transport Allowance will be as per DOE's OM No. 21/5/2017 – E-II(B) dated 07.07.2014. However, No Dearness Allowance shall be allowed. The amount of transport allowance for the appointee shall be as follows:

(i) Appointee drawing pay in Level – 8 at the time of retirement will draw a transport allowance of Rs. 3,600/-.

(ii) Appointee drawing pay in Level – 9 and above at the time of retirement will draw a transport allowance of Rs. 7,200/-.

3.4 Retired government employees who are engaged as consultants shall not be entitled to any allowance such as HRA, residential accommodation, CGHS, Medical reimbursement etc.

Q. S. Lohary

4. Engagement:

4.1 The engagement of Consultant on contract basis will be made only in case of vacancies are not filled up on regular basis or to meet the requirement due to additional activities of defined time frame.

4.2 The term of engagement shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not extend beyond five years after superannuation. The term of all the consultants will be from 01st April till 31st March of any given financial year. For consultants engaged midway through any financial year, their initial period of engagement will be till 31st March of that financial year.

4.3 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry/organization.

5. Procedure:

- a. The consultant would be engaged after following due procedure, including calling for applications through advertisement.
- b. The engagement can also be made on nomination basis in rare circumstances with due justification and approval of Secretary (Ayush) and concurrence of IFD.
- c. The scrutiny of applications and selection of Consultant will be carried out by a Committee in the Ministry/Organisation.
- d. The Selection Committee will be nominated by Secretary (Ayush). The Selection Committees shall comprise as under:

Director/DS (Admn.)	-	Chairperson
Under Secretary (Admn.)	-	Member
Under Secretary	-	Member

- e. The Ministry has the right to cancel advertisement issued for engagement of Consultants and not to proceed in the matter for engagement of Consultant, at any stage to accept or reject any or all applications without giving any explanation, whatsoever.

6. Scope of Consultancy/Responsibility:

- i. Matters related to Establishment, Administration, Finance and Accounts
- ii. Policy matters/Legislation.
- iii. Parliamentary/ Hindi matters.
- iv. Legal/IT/Media matters.
- v. New projects and specialized subject-areas.
- vi. Any other item of work as per requirement.

7. Retired Government Servants:

7.1 The retired Govt. Servant engaged as consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as consultant.

7.2 The engagement as Consultant shall not be considered as a case of re-employment.

B. S. Jindal

8. Leave:

8.1 Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. The leaves are allowed from April to March of the following year i.e. during contract year. Accumulation beyond financial year will not be allowed.

9. Working Hours:

9.1 The Consultant shall be required to observe the normal office timing and may also be called upon the office on Saturday, Sunday or any holiday in case of urgency (No extra remuneration shall be paid).

9.2 They shall mark their attendance in AEBAS mandatorily, failing which it may result in deduction of remuneration.

10. Tax Deduction at Source:

10.1 The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them.

11. Confidentiality of data and documents:

11.1 The Consultant will maintain absolute confidentiality and secrecy of the information handled by him. The secrecy and confidentiality are to be maintained even after the termination of the engagement.

11.2 The intellectual Property Rights (IPR) of the data collected as well as deliverables by the Consultant produced for the Ministry/organization shall remain with the Ministry/organization.

11.3 No Consultant shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment for the Ministry/organization, without the express written consent of the Ministry/organization.

11.4 The Consultant shall be bound to hand-over the entire set of records of assignment to the Ministry before the expiry of the contract, and before the final payment is released by the Ministry of Ayush.

11.5 The Consultant will be required to sign a non-disclosure undertaking as per Annexure.

12. Conflict of interest:

12.1 The Consultant appointed by the Ministry of Ayush, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Ministry/Department/organization nor will he indulge in any activity outside the terms of employment /contractual assignment.

12.2 The Consultant shall not claim any benefit/compensation/absorption/regularization of service with this Ministry under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970.

Rishi Lohary

13. Termination of Agreement:

The Ministry retains the right to terminate the contract at any time without giving any notice and also without assigning any reason. Some of the situations under which the Ministry may terminate the contract are:

- i. The Consultant is unable to address the assigned work.
- ii. Quality of the assigned work is not to the satisfaction of the Officer/Ministry.
- iii. The Consultant is found lacking in honesty and integrity.

14. Relaxation:

14.1 Any relaxation of regulating the engagement of retired central government employees will be required to be referred to Department of Expenditure.

15. Vigilance Clearance:

The retired Government servants will be considered for post-retirement engagement only on receipt of vigilance clearance/ vigilance inputs, subject to the conditions laid out by Central Vigilance Commission's (CVC) Circular No. 07/05/21 dated. 03.06.2021.

16. Interpretation Clause:

16.1 The power to interpret any guidelines or power to settle any of the dispute arising out of these guidelines shall lie with Secretary (Ayush) whose decision shall be final and binding on the Consultants. Further, any condition not explicitly covered under these guidelines shall be put up to Secretary (Ayush) for decision which shall be final and binding on the Consultant.

Pradeep Singh

Annexure – I

A. Local Travel for official work (Travel within the limit of NCR)

i. Mode of local conveyance for centrally hired vehicles is mentioned as under:

Positions	Approved Mode of Conveyance
Consultant/ YP/ Advisor/ Lead Consultant/Domain Expert	Taxi/ Public Transport/Self driven vehicle

B. Outside Travel (Domestic)

i. Reimbursement of Accommodation & per Diem (Domestic Travel):

Positions	Reimbursement for Accommodation / per day	Per diem
Advisor/Domain Expert	Upto Rs. 5000/-	Rs. 1000/-
Lead Consultant	Upto Rs. 4000/-	Rs. 900/-
Senior Consultant (Gen/Fin/Legal/Media/IT/Project)	Upto Rs. 3000/-	Rs. 800/-
Consultant (Gen/Fin/Legal/Media/IT/Project)	Upto Rs.2000/-	Rs 800/-
Young Professionals	Upto Rs.1500/-	Rs 500/-

II. Reimbursement of Mode of journey (Domestic Travel):

By Air (for Domestic purpose)

Positions	Approved Class
Consultant/ YP/ Advisor/ Lead Consultant/Domain Expert	Economy Class

Rishi Jaiswal

By Rail

Positions	Approved Class
Advisor/Domain Expert	2AC
Lead Consultant	2AC
Senior Consultant (Gen/Fin/Legal/Media/IT/Project)	3AC
Consultant (Gen/Fin/Legal/Media/IT/Project)	3AC
Young Professionals	3AC

By Road

Position	Approved Class
Consultant/ YP/ Advisor/ Lead Consultant/ Domain Expert	Taxi/ Public Transport/Self driven vehicle

Note-

- 1) Consultants will have the option to travel by Taxi/ Public Transport/Self driven vehicle / Train. In case of travel by Taxi/Public Transport/Self driven vehicle, the reimbursement would be restricted to AC-2 tier train fare and AC-3 tier train fare (as applicable) whichever is less, as per Department of Expenditure guideline.
- 2) All travel claims are to be settled within 15 days following the end of the tour on before the commencement of the next journey, whichever is earlier.

B. S. Srinivas

ANNEXURE-II

NON-DISCLOSURE AGREEMENT

1. **"Confidential and or proprietary Information"** shall mean and include any information disclosed by one Party (Disclosing Party) to the other (Receiving Party) either directly or indirectly, in writing, orally, by inspection of physical or electronic records. Confidential information shall include, without limitation, any materials, network information, configurations, trademarks, know-how and marketing plans, financial and operational information, and all other non-public information. Confidential Information may also include information disclosed to the Receiving Party by third parties on behalf of the Disclosing Party.
2. Confidential Information, however, shall not include any information which:
 - i. is already available in public domain otherwise than through a breach of this Agreement; or
 - ii. was already in possession of any third party prior to receipt from the Disclosing Party; or
 - iii. was independently developed by the Receiving Party without making use of the Confidential Information; or
 - iv. has been approved for release or use by written authorization of the Disclosing Party
3. The Young Professional/Consultant/Adviser/Lead Consultant agrees that the Ministry is not obligated to disclose all or any of the Confidential Information to him/her. The Ministry reserves the right to disclose only such information at its discretion which is necessary to be disclosed.
4. Young Professionals/ Consultants/Adviser/Lead Consultant, while acknowledging the confidential and proprietary nature of the Confidential Information agrees to take all reasonable measures at its own expense to maintain secrecy of such information and should refrain from unauthorised access or use of the Confidential Information.
5. During the currency of engagement with the Ministry, the Consultant would be subject to the provisions of the Indian Official Secrets Act, 1923 and will not divulge directly or indirectly any information in their possession, to anyone who is not authorized to have the same.
6. Intellectual Property Right (IPR) of the data collected as well as deliverables produced for the Ministry/Departments/Organisation shall remain with the Ministry.
7. The Young Professional/Consultant/Adviser/Lead Consultant shall not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for the Ministry and even after termination of contract, without written consent of the Ministry/Department/Organisation.
8. The Young Professional/Consultant /Adviser/Lead Consultant agrees to use the Confidential Information solely in connection with the official assignment and not for any purpose without the prior written consent of the Ministry.
9. The Young Professional/Consultant /Adviser/Lead Consultant may not, except with the previous sanction of the Ministry of Ayush in due performance of duty, publish a book or article or participate in radio/ contribute an article to any newspaper or periodical/journal.



10. The Young Professional/consultant shall be bound to hand over the entire set of records of assignment to the Ministry before the expiry of the contract and before the final payment is released by the Ministry of Ayush.

Name:.....

Designation:.....

Date :

Rishi Jaiswal

Annexure-III

Contractual Agreement between Ministry of Ayush And Hired Consultant/ YP/ Advisor/ Lead Consultant

This Memorandum of Agreement is made on this day of.....between the Ministry of Ayush, hereinafter called 'MoA' and Name of Hired Consultant/YP/Advisor/Lead Consultant, S/o....., Address hereinafter called 'Consultant/YP/Advisor/Lead Consultant' whereby the MoA agrees to engage the services of the Consultant/YP/Advisor/Lead Consultant and the Consultant//YP/Advisor/Lead Consultant agrees to execute the tasks assigned by the MoA as per the following terms and conditions:

1. Background :

The purpose of Contractual Agreement is to define the broad Terms and Conditions for engagement, contracting and monitoring of consultants' engagement by MoA.

2. Scope of work/ Expected outcomes:

As outlined in the ToR (Terms of Reference)

Any other work that may be required during the period of the above work by MoA to provide assistance to the concerned Section/Division for achieving their objectives

3. Reporting & Coordination:

The Consultant shall report to Concerned Reporting Officer, MoA.

4. Duration of Agreement:

The appointment of the Consultant//YP/Advisor/Lead Consultant is purely on an agreement basis and the Consultant would not be entitled to any claims, rights, interests or further benefits in terms of regularization or consideration of further appointment to the said post under the MoA.

The duration of the agreement shall be from.....till..... The period of Contract can be extended on mutual agreement and at the prevailing terms and conditions.

The continuance of the contract will be subject to requirement of Concerned Sections/Divisions and availability of funds.

5. Consultancy Fee:

As sole and full remuneration, the Consultant will be paid a total consolidated fee of Rs...../- per month. This consolidated sum covers all allowances.

6. TDS

The MoA shall deduct income tax at source (TDS) as per Income Tax Act.

7. Tours Travels and expenses thereof:

As per existing Guidelines for engagement of Consultant/YP/Advisor/Lead Consultant in MoA.

8. Non Disclosure Agreement A Non-disclosure Agreement will be signed by the Consultant.

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9. Relationship of the Parties

This Consultancy Agreement and any rights hereunder can neither be assigned nor subcontracted by the Consultant/YP/Adviser/Lead Consultant to a third party.

Consultant//YP/Adviser/Lead Consultant is in no way a legal representative or agent or employee of the MOA for any purpose whatsoever and the Consultant has no right or authority to assume or create, in writing or otherwise, any obligation of any kind, express or implied, or enter into any agreement in the name or on behalf of the MOA unless specifically authorized to do so by the MOA.

10. Property

Upon completion of this assignment, if the consultant has any property/ gadgets,unutilized funds, resources/material belonging to MOA or any concerned third party, he/she shall return these as soon as the assignment is completed.

11. Termination of Agreement.

The services of the Consultant//YP/Adviser/Lead Consultant shall stand automatically terminated at the expiry of the agreement period, without any necessity of the MOA giving any notice or notice pay to the Consultant and without any liability on part of the MOA to pay any retrenchment or other compensation or any other amount to the Consultant.

The Ministry of Ayush reserves the right to terminate the contract at any time without giving any notice and also without assigning any reason. Some of the situations under which the Ministry may terminate the contract are:

- i. The Consultant/Young Professional is unable to address the assigned work.
- ii. Quality of the assigned work is not to the satisfaction of the Officer/Ministry.
- iii. The Consultant/Young Professional is found lacking in honesty and integrity.

The termination will be without prejudice to either party's rights accrued before termination.

12. The tribunals and courts in Delhi will have the exclusive jurisdiction in respect of all matters pertaining to Consultancy agreement between the MOA and the Consultant.

13.MOA reserves the right to modify, alter, amend the terms and conditions of this Contract at any time as per facts and circumstances.

14 .Acceptance and Signature

If the above-mentioned terms and conditions are acceptable, kindly return the agreement duly signed in duplicate to MOA.

I carefully Read, understood and approved this on.....day of20.....

(Name of Consultant)

(Name of the officer)

Dr. Jitendra

Annexure – IV

TERMS OF REFERENCE FOR THE WORK TO BE DONE

- i. **Precise statement of Objectives:**
(Disciplines or the domains where engagement of Young Professionals is required should be indicated)
- ii. **Outline of the tasks to be carried out:**
(Details of work required to be carried out specific tasks/activities to be assigned to Young Professionals should be indicated).
- iii. **Schedule for completion of Tasks:**
(This should be designed in such a manner that both the time frame for the jobs as well as deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment).
- iv. **The support or inputs to be provided by the Ministry of AYUSH to facilitate the Young Professionals:**
(Officer who will provide guidance to the Young Professional and to whom reporting is to be done should be specified her).
- v. **The final outputs that will be required of the Young Professional at the end of the period should be specified.**

Dr. J. K. Singh

Ministry of Ayush

Appraisal form for Consultant/Young Professional

Name of the Young Professional/Consultant:

Division where working:

Period of Appraisal:

Bire Lalay

Part A

Self-Evaluation

Please list your Key deliverables for the period as specified in the annual work plan initiatives. Against each, mention your actual achievements (and constraints, if any) on each deliverable. (Also, mention other deliverables that were assigned/ taken up during the period).

S. no.	Key Deliverables	Achievements
1		
2		
3		
4		

B. S. S. S.

Other areas of Contribution (Area which are not covered above)

Please mention constraints in your work during the review period

Signature of the Appraisee:

Date:

B. S. S. S.

Part B

(To be filled in by Appraiser)

I. PERFORMANCE SUMMARY AND TREND (Summarize your view of appraisee's accomplishments and comment on performance trend during the period)

II. STRENGTHS (Describe appraisee's strengths and how they have contributed to current assignments)

III. ACTION FOR PERFORMANCE ENHANCEMENT (identify specific areas need (improvement and development actions you feel would enhance the appraisee performance)

Rich Turkey

Part C

(To be filled in by Appraiser and Reviewer)

PLEASE READ THE INSTRUCTION FOR PERFORMANCE RATING												
Please Tick on the rating (which ever and corresponding to the circle the score applicable)												
CHARACTERISTICS	RATINGS											
	BY APPRAISER	BY REVIEWER										
JOB COMPETENCE/ PROFESSIONAL KNOWLEDGE Attributes: • Subject Knowledge about his/her sphere of work • Relevant knowledge & practical approach, adaptability' to needs • Knowledge about organization of work in their Domain.	RATING <table border="1"> <tr><td>5</td></tr> <tr><td>4</td></tr> <tr><td>3</td></tr> <tr><td>2</td></tr> <tr><td>1</td></tr> </table>	5	4	3	2	1	RATING <table border="1"> <tr><td>5</td></tr> <tr><td>4</td></tr> <tr><td>3</td></tr> <tr><td>2</td></tr> <tr><td>1</td></tr> </table>	5	4	3	2	1
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Quin Zuley

2. WORKOUTPUT/ RESULT ORIENTATION Attributes: • Output in terms quantity of cost, quality time & quality • Reliability, dependability & orientation towards delivering results. • Willingness to take additional responsibility • Initiativeness & Innovativeness • End-user Orientation • Work under pressure	RATING <table><tr><td>5</td></tr><tr><td>4</td></tr><tr><td>3</td></tr><tr><td>2</td></tr><tr><td>1</td></tr></table>	5	4	3	2	1	RATING <table><tr><td>5</td></tr><tr><td>4</td></tr><tr><td>3</td></tr><tr><td>2</td></tr><tr><td>1</td></tr></table>	5	4	3	2	1
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MANAGEMENT OF WORK/ INCLUDING LEADERSHIP AND HR MANAGEMENT		
Attributes:		
Planning and Organizing work without losing track of cost, time, safety & quantity.		
Emphasis on problem solving & efficiency		
Relationship with peers, superiors & subordinates		
Gender sensitivity		
Equity Sensitivity		

RATING	
5	
4	
3	
2	
1	

RATING	
5	
4	
3	
2	
1	

Rich Luby

4. COMMUNICATION & TEAM WORK

Attributes:

- Clarity in written expression
- Clarity in oral expression
- Understanding & presenting facts & figures
- Relationship building & networking outside the organisation
- Sensitive team player
- Willing to seek as well as give support
- Display consideration and respect for others
- Exhibition of commitment to group goals
- Willingness to share Knowledge, Experience, Resources.

RATING

5
4
3
2
1

RATING

5
4
3
2
1

Bill Luby

4. ATTITUDE Attributes: • Dependability & Integrity • Approach to work • Approach to People • Approach to organisation i e' ability to Identify with Ministry & organization goals & objectives • Zest & Zeal • Willingness to listen, learn, discuss.	RATING <table border="1"> <tr><td>5</td></tr> <tr><td>4</td></tr> <tr><td>3</td></tr> <tr><td>2</td></tr> <tr><td>1</td></tr> </table>	5	4	3	2	1	RATING <table border="1"> <tr><td>5</td></tr> <tr><td>4</td></tr> <tr><td>3</td></tr> <tr><td>2</td></tr> <tr><td>1</td></tr> </table>	5	4	3	2	1
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6 ANY OTHER (Please Specify)	RATING <table border="1"> <tr><td>5</td></tr> <tr><td>4</td></tr> <tr><td>3</td></tr> <tr><td>2</td></tr> <tr><td>1</td></tr> </table>	5	4	3	2	1	RATING <table border="1"> <tr><td>5</td></tr> <tr><td>4</td></tr> <tr><td>3</td></tr> <tr><td>2</td></tr> <tr><td>1</td></tr> </table>	5	4	3	2	1
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Appraiser's Comments on overall performance and Potential:

B. S. S. S.

Performance Potential (Tick the relevant Choice)

Attracts/ Gets assignments of relevant nature from Multiple sources. Can do Advocacy and manage Project Independently	Can assignments Independently	Can do project with minimal support	Can do project with guidance at every Step	Unable to deliver assignment even with guidance

Reviewers Comments on overall performance & Potential

INTEGRITY/PROPRIETE

Above Board		Questionable	
Signature of Appraiser		Signature of Reviewers	
Name: Date:		Name: Date:	

Rich J. J. J.

Instructions for appraisal writing

The appraiser in all cases will be the immediate supervisor

1. The reviewer in all cases will be Functional/Head of Appraiser
2. In case of difference of opinion between Appraiser and Reviewer in score, the average of the two will be considered.
3. The rating, score and its terminology is as Corresponding under

Excellent	1
Very Good	2
Good	3
Average	4
Poor	5

(FEEDBACK FORM)

Strength:

Area of Improvement:

(Signature of the Appraiser)

Comments of the appraisee:

(Signature of the Appraisee)

Bilal Jilany