

TERMS AND CONDITIONS FOR ENGAGEMENT AS CONSULTANT IN ADA

1. The consultant shall perform the services as per Terms of Reference (TOR) and the task / jobs assigned to him/her by DG-ADA / PGD(CA) & Dir.
2. The working hours would be that of the working hours of the ADA.
3. Under special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no other benefits / leave will be granted.
4. The consultancy will start for a period of one year from the date he/she reports to ADA in order to assume the responsibility as consultant.
5. The consultant shall be paid remuneration as per the approval of the Competent Authority of ADA.
6. PGD(CA) & Dir shall have the right to examine / review / terminate the consultancy services provided by him/her at any time.
7. The consultant shall perform his/her obligations under his/her consultancy with all necessary skills, diligence, efficiency and economy.
8. No other facility whatsoever except consolidated remuneration shall be provided to him/her by ADA in his/her capacity as consultant.
9. ADA shall not be responsible for any loss, accident, damages / injury suffered by him/her whatsoever arising in or out of the execution of his/her work.
10. The Consultant shall abide with A D A terms of Engagement as Consultant, Non-Disclosure Agreement, General Conduct Rules, Information Security Act and other restrictions as applicable to Govt. employees.
11. Consultants would be entitled to Paid leave of absence may be allowed at the rate of 01 (one) day for each completed month of service. Accumulation of leave beyond a calendar year is not be allowed.
12. During the terms of the consultancy, he/she shall not be engaged in any private business or professional activity which could conflict with the interest of the Government. The engagement of consultants is of a temporary (non-official) nature against the specific jobs.

DECLARATION

I, _____ (name of the Consultant),

S/o. _____, hereby agree that if selected, I will unconditionally abide with all above referred Terms and Conditions for engagement as Consultant in ADA.

(Signature of the Applicant)

Date :
Place :

Name : _____