

Dated, the 7th September 2025

Subject: Invitation of application from eligible persons for Engagement of Young Professionals (Information Technology) outsourced manpower as Consultant in Staff Selection Commission (Eastern Region) on contract basis.

The Staff Selection Commission (Eastern Region) proposes to engage **Two (02)** Young Professionals (Information Technology) as Consultants on full time basis for working in Staff Selection Commission (Eastern Region) on contract basis.

The following guidelines and procedures are being prescribed for engagement of Young Professionals (Information Technology) in Staff Selection Commission (Eastern Region) until such time as these guidelines are amended or new guidelines issued. These guidelines will come into effect from the date of issue.

1. Purpose and Scope of Application

- 1.1** The Staff Selection Commission is committed to cooperative federalism, promotion of citizen engagement, access to opportunity, participatory and adoptive governance and increasing use of technology to provide critical manpower inputs into the development process. It is essential to engage the Young Professionals (Information Technology) who possess the requisite skill set. These Young Professionals will be expected to deliver their services in the fields where in-house expertise is not readily available within the framework of Staff Selection Commission (Eastern Region). They should be high quality professionals, capable of lending their expertise in various fields with domain knowledge as per the requirements of Staff Selection Commission (Eastern Region).
- 1.2** The General conditions of Contracts for the services of the Young Professional (Information Technology) will be incorporated into their individual contracts.

2. Definitions: The following definitions apply for the purpose of the present instructions:

- 2.1** “**Individual consultant or service provider**” means Young Professional (Information Technology) depending upon individual’s experience. Individual Consultants or Service Providers are recruited for similar activities as Consultancy/Service providing firms when a full team is not considered necessary. They may be independent experts not permanently associated with any particular firm, or they may be employees of a firm recruited on an individual basis. They may also be employees of an agency, institution, or university. They are normally recruited for project implementation supervision, provision of specific expert advice on a highly technical subject, policy guidance, special studies, compliance supervision, training, or implementation monitoring. Individual Consultants/Service Providers are not

normally recruited for project preparation unless the proposed project is simple and, generally, a repeat of an already established and successful project.

- 2.2 “Consultancy Services”** covers a range of services that are of an advisory or professional nature and are provided by consultants. These services typically involve providing expert or strategic advice e.g. management consultants, policy consultants or communications consultants. Advisory and project related Consultancy Services which include, for example, feasibility studies, project management, engineering services, Architectural services, finance accounting and taxation services, training and development. In the case of Young Professional (Information Technology), the same will be related to various matters like (i) Handling of official communication preferably in English/Hindi, (ii) Data entry and verification, data validation, reconciliation or validation errors, (iii) Professional competency in MS-Office, (iv) Preparation of documents, letters and tables, Power Point presentations, document conversion and computer file handling, Cataloguing, filing, maintenance of files, (v) Taking regular backup of data/files on computer, (vi) Any other work assigned to them by officers from time to time.

3. Contractual terms and conditions:

- 3.1 Legal Status:** The Young Professional (Information Technology) shall have the legal status of an independent Young Professional vis-à-vis Staff Selection Commission (Eastern Region) and shall not be regarded, for any purposes, as being either a “staff member” of Staff Selection Commission (Eastern Region), or an “official” of Staff Selection Commission (Eastern Region). Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between Staff Selection Commission (Eastern Region) and the Young Professional (Information Technology).

3.2 Standards of Conduct:

3.2.1 In general, the Young Professional (Information Technology) shall neither seek nor accept instructions from any authority external to Staff Selection Commission (Eastern Region) in connection with the performance of its obligations under the Contract. The Young Professional (Information Technology) shall not take any action in respect of its performance of the Contract or otherwise related to its obligations under the Contract that may adversely affect the interests of Staff Selection Commission (Eastern Region), and the Young Professional (Information Technology) shall perform its obligations under the Contract with the fullest regard to the interests of Staff Selection Commission (Eastern Region). The Young Professional (Information Technology) warrants that it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract or the award thereof to any representative, official, employee or other agent of Staff Selection Commission (Eastern Region). The Young Professional (Information Technology) shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the Contract. In the performance of the Contract the Young Professional (Information Technology) shall comply with the standards of Conduct. Failure to comply with the same is grounds for termination of the Young Professional (Information Technology) for cause.

3.2.2 Prohibition of Sexual Exploitation and Abuse: In the performance of the Contract, the Young Professional (Information Technology) shall comply with the “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013”. The Young Professional (Information Technology) acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the Contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the Contract. In addition, nothing herein shall limit the right of Staff Selection Commission (Eastern Region) to refer any alleged breach of the foregoing Standards of Conduct to the relevant national authorities for appropriate legal action.

3.3 Title Rights, Copyrights, Patents and Other Proprietary Rights:

3.3.1 Title to any equipment and supplies that may be furnished by Staff Selection Commission (Eastern Region) to the Young Professional (Information Technology) for the performance of any obligations under the Contract shall rest with Staff Selection Commission (Eastern Region), and any such equipment shall be returned to Staff Selection Commission (Eastern Region) at the conclusion of the Contract or when no longer needed by the Young Professional (Information Technology). Such equipment, when returned to Staff Selection Commission (Eastern Region) shall be in the same condition as when delivered to the Young Professional (Information Technology), subject to normal wear and tear, and the Young Professional (Information Technology) shall be liable to compensate Staff Selection Commission (Eastern Region) for any damage or degradation of the equipment that is beyond normal wear and tear.

3.3.2 Staff Selection Commission (Eastern Region) shall be entitled to all intellectual property and other proprietary rights, which the Young Professional (Information Technology) has developed for Staff Selection Commission (Eastern Region) under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Young Professional (Information Technology) acknowledges and agrees that such products, documents and other materials constitute works made for hire for Staff Selection Commission (Eastern Region). Subject to the foregoing provisions, all documents and all other data compiled by or received by the Young Professional (Information Technology) under the Contract shall be the property of Staff Selection Commission (Eastern Region), shall be made available for use or inspection by Staff Selection Commission (Eastern Region) at reasonable times and in reasonable places, shall be treated as confidential and shall be delivered only to Staff Selection Commission (Eastern Region) authorized officials on completion of work under the Contract.

3.4 Confidential Nature of Documents and Information:

3.4.1 The Young Professional (Information Technology) would be subject to the provisions of the Indian Official Secrets Act, 1923. The norms of secrecy and the

security of sensitive data will be as per this Act. They shall not indulge in any malpractices or disclose any details of the office, operational process, technical know-how, administrative/organizational matters, which are of confidential/secret nature, to any person at any cost.

3.4.2 The Young Professional (Information Technology) shall not, except with the previous sanction of Staff Selection Commission (Eastern Region) or in the bona fide discharge of his or her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter in any newspaper or periodical either in his/her own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter relates to subject matter assigned to him by Staff Selection Commission (Eastern Region).

3.5 Use of Name, Emblem or Official Seal of the Staff Selection Commission: The Young Professional (Information Technology) shall not advertise or otherwise make public for purposes of commercial advantage that it has a contractual relationship with Staff Selection Commission, nor shall the Young Professional (Information Technology), in any manner whatsoever, use the name, emblem or official seal of Staff Selection Commission, or any abbreviation of the name of Staff Selection Commission, in connection with its business or otherwise without the written permission of Staff Selection Commission.

3.6 Insurance: The Young Professional (Information Technology) shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of its obligations under the Contract, as well as for arranging, at the Young Professional (Information Technology)'s sole expense, such life, health and other forms of insurance as the Young Professional (Information Technology) may consider to be appropriate to cover the period during which the Young Professional (Information Technology) provides services under the Contract.

3.7 Travel, Medical Clearance and Service Incurred Death, Injury or Illness:

3.7.1 Staff Selection Commission (Eastern Region) may require the Young Professional (Information Technology) to submit a Statement of Good Health from a recognized physician prior to commencement of work in any offices or premises of Staff Selection Commission (Eastern Region).

3.7.2 In the event of the death, injury or illness of the Young Professional (Information Technology) which is attributable to the performance of services on behalf of the Staff Selection Commission (Eastern Region) under the Terms of the Contract while the Young Professional (Information Technology) is travelling at Staff Selection Commission (Eastern Region) expense or is performing any services under the Contract in any offices or premises of Staff Selection Commission (Eastern Region) or Government of India, the Young Professional (Information Technology) or the Young Professional (Information Technology)'s dependents, as appropriate, shall not be entitled to any compensation.

3.8 Force Majeure and other Conditions:

3.8.1 Force Majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of a similar nature or force, provided that such acts arise from causes

beyond the control and without the fault or negligence of the Young Professional (Information Technology).

3.8.2 The Young Professional (Information Technology) acknowledges and agrees that, with respect to any obligations under the Contract that the Young Professional (Information Technology) must perform in or for any areas in which Staff Selection Commission (Eastern Region) is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delay or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract.

3.9 Termination: The Staff Selection Commission (Eastern Region) can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide one month's notice to the Young Professional. The Young Professional (Information Technology) can also seek for termination of the contract upon giving 01 (one) month's notice to the Staff Selection Commission (Eastern Region).

3.10 Audit & Investigations: Each invoice paid by Staff Selection Commission (Eastern Region) shall be subject to post-payment audit by auditors, whether internal or external, of Staff Selection Commission (Eastern Region) or by other authorized and qualified agents of Staff Selection Commission (Eastern Region) at any time during the term of the Contract and for a period of 01 (one) year following the expiration or prior termination of the Contract. Staff Selection Commission (Eastern Region) shall be entitled to a refund from the Young Professional (Information Technology) for any amounts shown by such audits to have been paid by Staff Selection Commission (Eastern Region) other than in accordance with the Terms and Conditions of the Contract. The Young Professional (Information Technology) acknowledges and agrees that, from time to time, Staff Selection Commission (Eastern Region) may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Young Professional (Information Technology) generally relating to performance of the Contract. The right of Staff Selection Commission (Eastern Region) to conduct an investigation and the Young Professional (Information Technology)'s obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract. The Young Professional (Information Technology) shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to the Young Professional (Information Technology)'s obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to Staff Selection Commission (Eastern Region) access to the Young Professional (Information Technology)'s premises at reasonable times and on reasonable conditions in connection with such access to the Young Professional (Information Technology)'s personnel and relevant documentation.

3.11 Settlement of Disputes: Staff Selection Commission (Eastern Region) and the Young Professional (Information Technology) shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Contract or the breach, termination or invalidity thereof.

3.12 Arbitration: Any dispute, controversy or claim between the parties arising out of the Contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be refereed by either of the party to the Chairman, Staff Selection Commission for arbitration. The Chairman, Staff Selection Commission may appoint an arbitrator for the settlement of the controversy.

3.13 Conflict of Interest: The Young Professional (Information Technology) shall be expected to follow all the rules and regulations of the Government of India which are in force. He / She will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the Individual Consultant are not found satisfactory or found in conflict with the interests of the Staff Selection Commission (Eastern Region)/ Government of India, his/her services will be liable for discontinuation without assigning any reason.

4. Terms of Reference:

4.1 The Terms of Reference as per ‘**Annexure-I**’ are mandatory and shall form integral part of the Contract to be signed by the individual Young Professional (Information Technology) and the Deputy Director of Staff Selection Commission (Eastern Region) on a non-judicial Stamp Paper of Rs.100/- (Rupees One Hundred Only). The Terms of Reference shall include the functions to be performed and the outputs to be delivered. The functions and outputs shall be specific, measurable, attainable, results-based and time-bound. Upon entering into the Contract, it will be obligatory for every Young Professional (Information Technology)/Consultant to sincerely follow the Terms and Conditions as mentioned in the above ‘**Annexure-I**’.

5. General Terms & Conditions:

5.1 Tenure: The Young Professionals (Information Technology) will be initially engaged for a period of one year which may be extended on yearly basis as per the requirements of the Commission. However, their continuation in their respective position beyond the first year would be contingent on a satisfactory Annual Performance Review based on Key Performance Indicators.

5.2 Professionals with requisite qualification and experience as prescribed would be hired as Young Professional (Information Technology). As per GFR 2017, the consulting services do not include direct engagement of retired Government servants. However, a retired Govt. servant can be hired as consultant through a competitive process. They should not be engaged against regular vacant posts as consultant under this rule. Retired government servants can be engaged only for the specific tasks and for specific duration as consultant. They should be assigned clear output related goals.

5.3 The Young Professionals (Information Technology) may be appointed on full time basis and they would not be permitted to take up any other assignment during the period of Consultancy with Staff Selection Commission (Eastern Region). Their appointment will be subject to the condition that they face no conflict of interest with respect to the work they are handling in Staff Selection Commission (Eastern Region).

- 5.4** The appointment of Young Professionals (Information Technology) is of a temporary nature and the Staff Selection Commission (Eastern Region) can cancel the appointment at any time without providing any reason for it.
- 5.5** The Annual Performance Report of the Young Professionals (Individual Technology) would be undertaken through an Annual Performance Report (APR).
- 5.6 Number of Individual Consultants:** The Staff Selection Commission (Eastern Region) is going to engage **Two (02)** Young Professional (Information Technology).

6. Educational Qualifications, Experience, Age and Remuneration:

- 6.1 Educational Qualification:** Degree in B.E.(CSE/IT)/ B.Tech. (CSE/IT)/ B.Sc.(CS)/ B.C.A. from any recognized College/University of the Country (either State or Central Government of India).

Experience (Essential) – 01(one) year Experience i.e. Knowledge regarding programming/networking/IT/Computer (Hardware & Software) related matters from any Firm/Organisation/Institution recognised by the Govt. or from any Government body.

- 6.2 Age limit at the time of initial engagement:** 21-35 years

- 6.3 Remuneration:** Initial remuneration Rs.40,000/- per month. In case, the contract is extended by another year based on a satisfactory performance review, the remuneration may be increased upto 5% on each occasion subject to maximum ceiling of 1.25 times of the initial remuneration.

- 7. Allowance:** The Young Professionals (Information Technology) shall not be entitled any allowance such as conveyance allowance, dearness allowance, residential, telephone, transport facility, residential accommodation, CGHS, medical reimbursement, etc. and other than those specifically mentioned herein.

- 8. TA/DA:** The individual Consultant may require to undertake domestic tours subject to approval of the Competent Authority and they will be allowed following TA/DA:

Position	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills
Young Professional (Information Technology)	Rail in AC Three Tier	Hotel accommodation; taxi charges for travel within the city and food bills shall be allowed as per existing rules.

9. Selection Process:

- 9.1** The selection of Young Professional (Information Technology) shall be made in accordance with the provisions contained in GFR 2017 under Rules 177 to 196 under Chapter 6 – Procurement of Services – (Consulting Services) and Rules 224 to 227 under Chapter 8 – Contract Management.

- 9.2** The applications from eligible candidates shall be invited by the Commission as per its requirements from time to time through Advertisement to be published on its website as well as in at least one newspaper (both Hindi and English).

9.3 The applications so received shall be scrutinised by a Screening Committee comprising of 03(three) Members at the level of Under Secretaries/Deputy Directors/Section Officers/Assistant Directors of Staff Selection Commission (Eastern Region). The Screening Committee shall after due scrutiny shortlist eligible candidates as per the eligibility conditions prescribed in the Advertisement/Circular or further course of action by the Selection Committee.

9.4 The shortlisted applications shall be placed before the Selection Committee comprising of 03 officers at the level of Director/Deputy Secretary of the Commission as Chairman and Members.

9.5 The Regional Director of Staff Selection Commission (Eastern Region) may devise its own method for selection of suitable candidates as per the requirement. The Selection Committee may recommend a panel of names for keeping in reserve list with validity.

9.6 In certain exceptional cases, with the approval of the Chairman, selection from a single source as per GFR 2017 may also be considered. However, full justification for this must be given by the Selection Committee.

9.7 Staff Selection Commission (Eastern Region) may also hire consultants on secondment basis under Rule 194 of GFR, 2017 from Universities and Educational Institutions.

9.8 Hiring criteria may be further defined for specific positions depending on the specific requirements and circumstances.

10. Payment: The payment will be released by Staff Selection Commission (Eastern Region) within 01 (one) week after completion of the month based on the biometric attendance registered by the Young Professional (Information Technology) or on certification by the concerned officer, in case, the Young Professional (Information Technology) has been deputed to other places or biometric attendance could not be marked for any reason.

11. Leave: The Young Professional (Information Technology) shall be entitled to leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis. Further, the absence upto one month may be considered without remuneration. However, in Exceptional cases for professional development, training, etc. this condition may be relaxed by the Regional Director, Staff Selection Commission (Eastern Region). Apart from this, the women Consultant may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by the Ministry of Labour and Employment vide No. S-36012/03/2015-SS-I dated 12th April, 2017.

12. 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 Staff Selection Commission (Eastern Region) will issue TDS Certificate/S. Goods and Services Tax, as applicable shall be admissible to the Young Professional (Information Technology). The Staff Selection Commission (Eastern Region) undertake no liability for taxes or other contribution payable by the Young Professional (Information Technology) on payments made under this contract.

13. Police Verification: Police Verification of the Young Professional (Information Technology) shall be done as per the latest instructions issued by the Ministry of Home Affairs. In case, police verification is received as negative, the contract of Young Professional (Information Technology) shall cease to exist with immediate effect without any notice.

14. **Statement of Good Health:** The Individual Consultant shall submit a self statement of good health.
15. **Training:** After joining, a minimum of 03 (three) days induction training (not to be paid) be organized for all the Young Professional (Information Technology).
16. **Relaxation:** Where the Regional Director, Staff Selection Commission (Eastern Region) is of the opinion that it is necessary or expedient so to do, it may by order and for reasons to be recorded in writing, relax any of the provisions of these rules.
17. This issues as per the Procedure and Guidelines of the SSC(Headquarters) for engagement of Young Professionals (Information Technology) in Staff Selection Commission (Eastern Region), conveyed vide communication No.A-12024/4/2023-Estt.(Comp. No.7454) dated 17/07/2025.

Terms of Reference for Young Professional (Information Technology) as Consultant

File No.D-D-31020/2/2025-ADMIN

The Terms and Conditions as mentioned in this Reference are mandatory and integral part of the Contract. Upon entering into the Contract, it is obligatory for every Young Professional (Information Technology) sincerely following the Terms and Conditions mentioned as under:

1. Duties and Responsibilities: The engaged Young Professional (Information Technology) would be required to perform the following functions:

- i) Handling of official communication preferably in English/Hindi,
- ii) Data entry and verification, data validation, reconciliation of validation errors,
- iii) Professional competency in MS-Office,
- iv) Preparation of documents, letters and tables, PowerPoint presentations, document conversion and computer file handling, Cataloguing, filing, maintenance of files,
- v) Taking regular backup of data/files on computer,
- vi) Any other work assigned to them by officers from time to time.

2. Period of Engagement: The initial term of engagement of Young Professional (Information Technology) will be for a period of one year on case to case basis.

3. Educational Qualifications, Experience, Age and Remuneration:

3.1 Educational Qualification: Degree in BE (CSE/IT)/B.Tech (CSE/IT)/B. Sc (CS)/BCA from any recognized College/University of the Country (either State or Central Government of India).

Experience (**Essential**) – 01 (one) year Experience i.e. Knowledge regarding programming/networking/IT/Computer (Hardware & Software) related matters from any Firm/Organisation/Institution recognised by the Govt. or from any Government body.

3.2 Age limit at the time of initial engagement: 21 – 35 years.

3.3 Remuneration: Initial remuneration Rs.40,000/- per month. In case, the contract is extended by another year based on a satisfactory performance review, the remuneration may be increased upto 5% on each occasion subject to maximum ceiling of 1.25 times of the initial remuneration.

4. Hiring criteria may be further defined for specific positions depending on the specific requirements and circumstances.

5. The engagement of Young Professionals (Information Technology) shall be on full time basis and they would not be permitted to take up any other assignment during the period of contract with SSC.

6. The Young Professionals (Information Technology) on having accepted the offer shall enter into the Contract with SSC. The norms for secrecy and the security of sensitive data will be as per the Indian Official Secrets Act, 1923. They shall not indulge in any malpractices or disclose any details of the office, operational process, technical know- how, administrative/organizational matters, which are of confidential/secret nature, to any person at any cost.

7. Staff Selection Commission (Eastern Region) shall be entitled to all intellectual property and other proprietary rights, which the Young Professional (Information Technology) has developed for Staff Selection Commission (Eastern Region) under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract.

8. The Young Professional (Information Technology) shall not advertise or otherwise make public for purposes of commercial advantage that it has a contractual relationship with Staff Selection Commission (Eastern Region), nor shall the Young Professional (Information Technology), in any manner whatsoever, use the name, emblem or official seal of Staff Selection Commission (Eastern Region), or any abbreviation of the name of Staff Selection Commission (Eastern Region), in connection with its business or otherwise without the written permission of Staff Selection Commission (Eastern Region).

9. The Young Professional (Information Technology) shall be expected to follow all the rules and regulations of the Government of India which are in force. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case, the services of the Young Professional (Information Technology) are not found satisfactory or found in conflict with the interests of the Staff Selection Commission (Eastern Region) /Government of India, his/her services will be liable for discontinuation without assigning any reason.

10. Without prejudice, and in addition to the legal remedies available to the SSC, breach of Contract shall be considered a sufficient ground for termination of the contract.

11. The appointment of Young Professionals (Information Technology) shall be of a temporary nature and the SSC can cancel the appointment at any time without providing any reason for it.

12. The Annual Performance Report of the Young Professionals (Information Technology) would be undertaken through an Annual Performance Report (APR).

13. Allowance: The Young Professionals (Information Technology) shall not be entitled any allowance such as conveyance allowance, dearness allowance, residential, telephone, transport facility, residential accommodation, CGHS, medical reimbursement, etc. and other than those specifically mentioned herein.

14. TA/DA: The Individual Consultant may require to undertake domestic tours subject to approval of the competent authority and they will be allowed following TA/DA:

Position	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills
Young Professional (Information Technology)	Rail in AC Three Tier	Hotel accommodation; taxi charges for travel within the city and food bills shall be allowed as per existing rules.

15. Leave: The Young Professional (Information Technology) shall be entitled to leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis. Further, the absence up to one month may be considered without remuneration. However, in exceptional cases for professional development, training etc. this condition may be relaxed by Chairman, Staff Selection Commission (Eastern Region). Apart from this, the women Consultant may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by the Ministry of Labour and Employment vide No.S-36012/03/2015-SS-I dated 12th April, 2017.

16. 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 Staff Selection Commission (Eastern Region) will issue TDS Certificate(s).

17. Police Verification: Police verification of the Individual Consultants shall be done as per the latest instructions issued by MHA. In case, the police verification is received as negative, the contract of individual consultant shall cease to exist with immediate effect without any notice. The Contract will remain provisional till police verification is received.