

**AGRICULTURAL MARKETING DEPARTMENT
GOVERNMENT OF ANDHRAPRADESH**



**INVITATION OF APPLICATIONS FOR THE
APPOINTMENT OF INDIVIDUAL CONSULTANT WITH POST
GRADUATE IN M.B.A (WORK FROM HOME)**

TO PROVIDE CONSULTANCY SERVICES FOR AP HRDI

CHIEF ENGINEER (AM)

**OFFICE OF THE COMMISSIONER & DIRECTOR OF
AGRL.MARKETING,GOVERNMENT OF ANDHRA PRADESH,
CHUTTUGUNTA,OLD MIRCHI YARD, GUNTUR-522004.**

Mail id: seamapse@gmail.com,

- Contact Nos.**
- Scope of work & Resource person clarifications : +91 9032012772**

SCHEDULE OF DATES

PROVIDE CONSULTANCY SERVICES FOR AP HRDI

S. No	Description	Date	Time
1	Last date for submission of queries through email on seamapse@gmail.com	11-11-2022	11.00 AM
2	Reply to Queries	12-11-2022	5.00 PM
3	Last date for submission of Applications(PDF only) to this office to Mail id seamapse@gmail.com	21-11-2022	4.00 PM
4	Short listing of applications	22-11-2022	11.00 AM
5	Interview	Will be intimated later	

Subject: Advertisement for engagement of Consultant in the Andhra Pradesh Human Resources Development Institute- inviting applications thereof.

Applications in the prescribed format (as per Annexure-ii) are invited from the eligible candidates for engagement as Consultant in the Andhra Pradesh Human Resources Development Institute on a full-time contract basis as per the Guidelines on the engagement of Consultant in APHRDI and as per the details given below:-

1.	Name/ Number of Posts	Consultant - 01		
2.	Period of Consultancy	One year (can be extended for a period of another year depending on individual's performance)		
3.	Job Location	Work from Home , consultants should be readily available for a physical meeting in Andhra Pradesh whenever required by the department/institute..		
4.	Education qualification	MBA		
5.	Remunerati on/ Age limit, Experience	Upper Age (limit)	Minimum experienc e in years*	Total remuneratio n per month (Rs.)
		45 years	5 Years of relevant experience	Rs. 1,50,000
		*Experience includes upto 3 years or a PhD holder, provided no work experience is counted during those 3 years		

Document for Invitation of applications for Individual Consultant

1. Introduction/Brief overview of the Project

The Joint Director General, AP HRDI wishes to engage services of individual consultant TO PROVIDE CONSULTANCY SERVICES FOR AP HRDI for a Period of ONE Year from the date of signing of contract during FY-2022-23.

1.1 The Consultant is broadly expected to:

- Conduct skill gap analysis
- Map out long-term training plans
- Study the methodologies for conducting / organizing training programs by other Administrative Training Institutes (ATIs)
- Evaluating existing training and capacity building programs
- Revising, modifying, and updating training materials
- Collaborating with internal departments to develop training materials that achieve defined learning outcomes
- Creating course materials and teaching aids that support content delivery and skills assessments
- Deploying feedback tools to assess the effectiveness of the curriculum
- Tracking training outcomes and ensuring alignment to the job objectives

- Identifying individual and organizational obstacles to learning and facilitating interventions
- Responding to trainee questions and adjusting course content as required
- Facilitating the delivery of technology-based and multimedia-centered teaching
- Developing performance evaluation feedback channels
- To study the desirability of integrating training with HR policies in major departments
- To study organization structures of the training institutes both at National & International level
- To study and implement the flagship programmes of the Government in the training curriculum of the HRD
- To suggest and build competencies to become HRD as a premier training institute
- To enter MoUs with International Organizations
- To study best practices at national & international level.
- To perform any specific task assigned by the JDG, APHRDI.

1.2 Consultant should familiarize themselves with local conditions and take them into account in preparing their proposals. If any clarification is required on any clause/condition of this document, the same may be forwarded within the prescribed time period i.e. before the 'last date for queries.

1.3 Consultant shall bear all costs associated with the preparation and submission of their proposals.

Sr. No	Contractual position	No. of Posts
1	Individual Consultant	1

2. Application Process:

Interested applicants should study the job descriptions, qualifications and experience requirements given in **Annexure-I**. Applicants should submit application as per the application format given in **Annexure-II** along with a covering letter describing in brief how She/he is suitable for the said contractual engagement.

The application must be submitted in the PDF format, by email only, to seamapse@gmail.com.

3. **Remuneration** : The selected Individual Consultant will be paid remuneration of Rs.1.50 lakh per month.

4. Selection process:

Interested eligible applicants may submit their applications through email at **seamapse@gmail.com** as per proforma at **Annexure** and send the physical copy of the application at the following address:

Chief Engineer (AM), O/o Commissioner & Director of Agrl. Marketing dept., Near Chuttugunta circle, Guntur-4

5. Selection Criteria:

Applicants will be assessed on the basis of Qualification, previous experience and performance in the interview process. The successful applicant will be chosen based on the following Selection criteria.

Sl. No.	Evaluation Criteria	Maximum marks
Part A	Evaluation Criteria for Short-listing of Applications	
a)	Educational Qualification	30
b)	Work experience (in relevant field for 1 year) as per scope of work	15
c)	For every year of additional experience 2.5 marks per year (Max.10 marks)	10
	Specific experience of Studies/activities in Providing	15

d)	consultancy service, with Central Government/State Government/National/International organizations, Govt./ Private companies.	
e)	Technical approach and methodology	10
f)	Interview : Communication skills and Leadership attributes.	20
	Total	100

6. General Conditions for selection and engagement of consultants

1. **Basis and Period of engagement:** All the individual consultant will be engaged purely on contractual basis. In all the cases, the contract with individual consultant will be initially for a period of *One Year*. The individual consultant may be reappointed from time to time depending upon the requirements of the Project and the performance of the consultant. The contractual engagement, unless reappointed, shall be terminated automatically at the end of contractual period.
2. **Place of work / Headquarter:** Selected consultant can perform his duties from home, consultant should be readily available for a physical meeting in Andhra Pradesh whenever required by the department at their own cost.
3. **Reporting and other information:** Selected Consultant will have to work under the overall control of the Joint Director General, AP HRDI and or under the direct control of any other officer as directed by the Joint Director General, AP HRDI. The selected consultant is expected to full fill the scope of work.
4. **leaves:** The leaves and holidays will be as per norms of Government of Andhra Pradesh.
5. **Scope of Duties:** In case of exigencies of work, the consultant will be required to attend office on holidays e.g. Saturdays/ Sundays, office holidays and beyond

office hours also, as and when required. If the duties assigned requires visiting outside station, the consultant may have to travel to other locations in India according to the directions given by the Joint Director General, AP HRDI or designated Reporting Officer. *During such travel the consultant will be entitled to reimbursement of Travel expenses, Daily Allowances and Travelling Allowances as per the rates approved by the Joint Director General, AP HRDI.*

6. **Any other Private assignments:** As this is a full-time assignment, the consultant will not be allowed to take up any other private assignment and She/he shall devote her/his full attention to the contractual duties and responsibilities during the effective contractual period.

7. **Confidentiality and office decorum:** She/he shall maintain the confidentiality of all the official information to which She/he has the access during the period of contractual engagement and thereafter. She/he will be required at all times to maintain discipline, punctuality, absolute integrity and devotion of duty as per the rules and regulations of Joint Director General, AP HRDI.

8. **Title Rights, Copyrights, Patents and other Proprietary Rights:** Title to any equipment and supplies that may be furnished by Andhra Pradesh Human Resources Development Institute (APHRDI) to the Individual Consultant for the performance of any obligations under the Contract shall rest with Andhra Pradesh Human Resources Development Institute (APHRDI), and any such equipment shall be returned to Andhra Pradesh Human Resources Development Institute (APHRDI) at the conclusion of the Contract or when no longer needed by the Individual Consultant. Such equipment, when returned to Andhra Pradesh Human Resources Development Institute (APHRDI), shall be in the same condition as when delivered to the Individual Consultant, subject to normal wear and tear, and the Individual Consultant shall be liable to compensate Andhra Pradesh Human Resources Development Institute (APHRDI) for any damage or degradation of the equipment that is beyond normal wear and tear.

Andhra Pradesh Human Resources Development Institute (APHRDI) shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with

regard to products, processes, inventions, ideas, know-how or documents and other materials which the Individual Consultant has developed for Andhra Pradesh Human Resources Development Institute (APHRDI) 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 Individual Consultant acknowledges and agrees that such products, documents and other materials constitute works made for hire for Andhra Pradesh Human Resources Development Institute (APHRDI). Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Individual Consultant under the Contract shall be the property of Andhra Pradesh Human Resources Development Institute (APHRDI), shall be made available for use or inspection by Andhra Pradesh Human Resources Development Institute (APHRDI) at reasonable times and in reasonable places, shall be treated as confidential and shall be delivered only to Andhra Pradesh Human Resources Development Institute (APHRDI) authorized officials on completion of work under the Contract.

9. Use of Name, Emblem or Official Seal of the Andhra Pradesh Human Resources Development Institute (APHRDI): Individual consultant shall not advertise or otherwise make public for purposes of commercial advantage that it has a contractual relationship with Andhra Pradesh Human Resources Development Institute (APHRDI), nor shall the Individual consultant, in any manner whatsoever, use the name, emblem or official seal of Andhra Pradesh Human Resources Development Institute (APHRDI), or any abbreviation of the name of Andhra Pradesh Human Resources Development Institute (APHRDI), in connection with its business or otherwise without the written permission of Capacity Building Commission.

10. Audits and Investigations: Each invoice paid by Andhra Pradesh Human Resources Development Institute (APHRDI) shall be subject to a post-payment audit by auditors, whether internal or external, of Andhra Pradesh Human Resources Development Institute (APHRDI) or by other authorized and qualified agents of APHRDI at any time during the term of the Contract and for a period of two (2) years following the expiration or prior termination of the Contract. Andhra Pradesh Human Resources Development Institute (APHRDI) shall be entitled to a refund from the Individual Consultant for any amounts shown by such audits to have been paid by Andhra Pradesh Human Resources Development Institute (APHRDI) other than in accordance with the terms and conditions of the Contract. The Individual Consultant acknowledges and agrees that, from time to time, Andhra Pradesh Human Resources Development Institute (APHRDI) 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 Individual Consultant generally relating to the performance of the Contract. The right of Andhra Pradesh Human Resources Development Institute (APHRDI) to conduct an investigation and the Individual Consultant's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract. The Individual Consultant 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 Individual Consultant'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 Andhra Pradesh Human Resources Development Institute (APHRDI) access to the Individual Consultant's premises at reasonable times and on reasonable conditions in connection with such access to the Individual Consultant's personnel and relevant documentation.

11. Settlement of Disputes: Andhra Pradesh Human Resources Development Institute (APHRDI) and the Individual Consultant 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

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 referred by either of the parties to the Member (Admin), Andhra Pradesh Human Resources Development Institute (APHRDI) for arbitration. Member (Admin), Andhra Pradesh Human Resources Development Institute (APHRDI) may appoint an arbitrator for the settlement of the controversy.

13. Conflict of Interest: The Individual Consultant 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, the 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 Andhra Pradesh Human Resources Development Institute (APHRDI)/Government of India, his/her services will be liable for discontinuation without assigning any reason.

14. Payments: The selected Consultants will be paid consolidated Contractual payment per month as approved by Joint Director General, AP HRDI after deducting at source the income tax and any other taxes as per prevailing rules of Government of Andhra Pradesh / Govt. of India. The consultant should submit a monthly work report. After receiving the work report, the necessary payment will be made by APHRDI

15. Termination of Contract: The Andhra Pradesh Human Resources Development Institute (APHRDI) 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 individual consultant. The individual consultant can also seek termination of the contract upon giving one month's notice to the

Andhra Pradesh Human Resources Development Institute (APHRDI).

16. **Contractual Agreement**: Selected Consultant has to sign a Contractual Agreement with Joint Director General, AP HRDI or his authorized representative before joining contractual duties on a Stamp Paper, which will include all applicable Contractual Terms and Conditions.

17. **Prohibition of Sexual Exploitation and Abuse**: In the performance of the Contract, the Individual Consultant shall comply with the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013". The Individual Consultant 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 Andhra Pradesh Human Resources Development Institute (APHRDI) to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.

18. **Insurance**: The Individual Consultant 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 Individual consultant's sole expense, such life, health and other forms of insurance as the Individual consultant may consider being appropriate to cover the period during which the Individual consultant provides services under the Contract.

19. **Cancellation of application**: The Joint Director General, APHRDI reserves the right to cancel the entire invitation of application or right to reject any particular application without assigning reasons thereof.

Annexure I

Job Description, Qualifications and Experience Requirement of Consultants

1	INDIVIDUAL CONSULTANT FOR APHRDI	
	No. of Posts	1
	Job Description	Providing Consultancy services for AP HRDI
	Qualification	<i>Post Graduate in MBA</i>
	Experience	<ul style="list-style-type: none">o Should have minimum 5 years experience in any National Academy/Central/State training institutions after post graduate degreeo The applicant should be well versed with using computers and MS Office and be able to draft good quality reports;o Applicants should have good communication skills

Annexure II
Application Form

NAME OF THE POST APPLIED	:					
1. GENERAL PARTICULARS	:					
	:					
NAME in Full (Block Letters)	:	First Name	Middle name			Surname
	:					
Gender	:					
Date of Birth	:					
Age as on 31st July-2022	:					
Nationality	:					
Marital Status	:					
2. ADDRESS	:					
Applicants Complete Address for Correspondence along with Pin code	:					
Contact Phone	:	(i)		(ii)		
Mobile No.	:					
E-mail	:					
3. CURRENT PROFESSION	:					
Areas of specialization	:					
4. YEARS OF EXPERIENCE	:	Total: From	to			Years__ Months
	:					
	:	Relevant to Post:				Years __ Months
	:					

5. EDUCATIONAL QUALIFICATIONS:

{Provide essential information as per the desired Qualification for the post applied for}

[Indicate college/university and other specialized education of applicant, giving names of institutions, degrees obtained, and month & year of passing]

S. No	Degree/ Course Completed	Month & Year of Passing	Name of Institute & University/ Subjects Division / Board	Marks / Grades Obtained

6. OTHER TRAININGS:{Indicate significant trainings relevant to the post applied for}

- I.
- II.
- III.

7. Languages *[For each language indicate proficiency: good, fair, or poor in reading, writing and speaking,]:*

Language	Read	Write	Speak

From[Month/Year]: _____ To[Month/Year]: _____	
Employer	:
Position held	:
Duties performed	{ Describe in brief the works handled / duties performed that Best Illustrate the Capability to handle the proposed tasks as per Job Description for the said post } <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

9. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Place:

Date: *Day/Month/Year*

Signature