

**F.No.11/6/2024-Admn/SFC**

Government of India  
Sixteenth Finance Commission

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9<sup>th</sup> Floor, Jawahar Vyapar Bhawan,  
Tolstoy Marg, New Delhi-110001  
Dated the 8<sup>th</sup> April, 2024

**OFFICE MEMORANDUM**

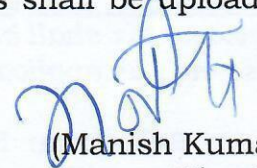
**Subject: Inviting applications for engagement of Young Professionals and Consultants in Sixteenth Finance Commission.**

The Sixteenth Finance Commission (SFC) has been Constituted by the Government of India on 31.12.2023. The Commission's tenure is up to October 31, 2025. Accordingly, applications are invited from eligible candidates for their engagement as Young Professionals and Consultants in the Commission on contractual basis as per the Guidelines and Terms of Reference given in **Annexure-I and II** respectively.

2. Applicants desirous of being appointed to the YPs and Consultant on contract basis in the Commission may forward their application in the duly filled proforma at **Annexure-III**, only by **e-mail** addressed to the Director, 16<sup>th</sup> Finance commission at **manish.kr1975@nic.in** with a copy to **rahul.sharma89@nic.in** expressing their interest. No physical copy be sent for this purpose. The subject of the email be as under:

**“Application for YPs/Consultant in r/o \_\_\_\_\_ (candidate's name) ”.**

3. This is an open-ended circular i.e. this process will continue till the vacancy is filled up. It is, therefore, requested to send the proforma at the earliest. Any amendment/corrigendum of this guidelines shall be uploaded only on the website of the Commission



(Manish Kumar)  
Director

Tel: 011-23701032

Email: [manish.kr1975@nic.in](mailto:manish.kr1975@nic.in)

**To,**

All officers of 16<sup>th</sup> Finance Commission (by email)

**Copy to:**

1. Office of Chairman, Members and Secretary of 16<sup>th</sup> Finance Commission
2. For placing the above circular on the Commission's website

**Annexure- I**

**Guidelines for engagement of YPs and Consultants in 16<sup>th</sup> Finance Commission**

**1. General Condition for Engaging Consultants:** Consultants would be engaged for a fixed period for providing high quality services or for attending to specific and time- bound jobs of the Commission. Consultants would not be engaged for routine day to day work. The engagement of consultants shall be on full-time basis and they shall not be permitted to take up any other assignment during the period of consultancy with the Commission. The engagement of a consultant is of temporary (non-official) nature and it can be cancelled at any time without assigning any reason.

**2. Qualifications and remuneration:** The Consultants are classified into three (3) Categories/grades. The Qualification, age limit, experience required and remuneration for each of the category is given in the table below: -

S. No	Category/ grades of consultants	Experience in years	Upper age limit	Essential qualification	Strength	Fixed Monthly Remuneration (in Rs)*
1	Young Professional	2+	32 Years	Master's or MBA degree (in/with Economics or Finance or similar subjects) or ICWA or CA	6	80,000/-
2	Consultant	5+	40 Years		3	1,20,000/-
3	Senior Consultant	9+	45 Years		3	1,75,000/-

*\* Income tax shall be deducted at source along with any other relevant taxes or cess etc., as applicable, at the time of payment of salary.*

**3. Selection:** Scrutiny of applications w.r.t eligibility criteria and/or interaction will be done by a committee or Senior officers of the Commission from time to time till all slots are filled. Competent Authority shall have right to reject/select any candidate. No intimation or reason for rejection shall be made by the Commission.

**4. Procedure:** Email shall be the sole mode of communication by the Commission with the Candidate. Candidate shall make consent to offer of engagement shall be given within 7 days of the e-mail related to offer of engagement, if any. A maximum of 30 days shall be given for joining from the date of e-mailing offer of engagement letter. Suitable candidates ready to join immediately shall be given preference.



**5. Tenure of Appointment:** The tenure of a Consultant would initially be for a period of one(1) year. Subject to performance and professionalism of the Consultant in the Commission, the maximum tenure of consultant can be extended upto the tenure of the Commission. As the posts are temporary in nature and purely contractual, in no case any request for transition of a candidate from one category/grade to other shall be entertained. Consultants once engaged in the Commission may apply afresh for a higher grade, if otherwise qualified. If found suitable, they can be selected at higher grade as per prescribed procedures, subject to availability of vacant position in higher category/grade.

**6. Fixed Remuneration:** Any appointment of Consultants would be on fixed remuneration for specified time period. The Consultants will not be granted any increase in remuneration while considering their extension.

**7. TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. No TA/DA shall be payable for attending the interviews / personal interaction. However, in case of domestic travel in connection with the office work, the entitlements of Pay Level 10 officer in GOI for the Young Professional and of Pay Level 11 officer in GOI for the Consultant and Senior Consultant shall be applicable. This does not make any precedence/ provision for any other entitlement and does not impact the hierarchy or the working in the Commission.

**8. Other Allowances:** No other facilities such as DA, accommodation, residential phone/ conveyance/ transport, foreign travel, personal staff, medical reimbursement, CGHS facilities etc. would be admissible to the Consultants.

**9. Attendance & Working days:** The working hours of the Consultants shall be same as regular Government employees working in the Commission. The attendance shall be marked in the Aadhar based Biometric system by the Consultants. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Gazetted holidays. Compensatory leave in such cases shall be at the discretion of the Reporting Officer under intimation to Secretary (FC).

**10. Leave:** Consultants shall be eligible for 8 days leave in a single year of contract. The leaves shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis. Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (Calculated on pro-rata basis). Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year. The intervening Saturdays, Sundays or Gazetted holidays during a spell of leave shall not be counted against the 8 leaves.

**11. Performance Appraisal:** Appraisal of the Consultant would be undertaken through Performance Report (PR) in the format prescribed (**Annexure-IV**) at the end of 1 year. In order to bring objectivity, assessment would be done by the reporting officer of the Division and countersigned by the Head of the Division.



**12. Service Condition:** The Consultant may report to Assistant/Deputy/Joint Director or any other senior officer in the Commission. A clear allocation of work may be provided to the Consultant by the Reporting officer/Divisional head and a weekly summary report of work (one page) may be sent by each Consultant to the concerned reporting officer. Official e-mail id and access to intranet system can be considered for Consultants/YPs based on sensitivity and confidentiality of the documents being handled by the Division and the nature of job of the Consultants, with the approval of concerned JS/EA or Secretary.

**13. Termination of Services:** In case a Consultant wishes to resign, he/she shall furnish at least 15 days' notice period or salary in lieu thereof. He/she shall write to Commission to ensure shut down of their official email addresses, passwords granted to other databases etc, surrender their official ID card to the Commission, if issued, at the time of relieving/on last working day.

The Commission shall have powers to terminate any number or all the professionals at any time without assigning any reason or notice period, with the approval of the Secretary (FC). Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

**14. Confidentiality and Secrecy:** During the period of assignment with the Commission, the Consultant would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by them during the period of their assignment to anyone who is not authorized to know the same.

The Consultant is required to ensure any information gathered related to the Finance Commission or its working is not uploaded or shared on any platform, media, portal, website, app, AI tool, status or at any other public domain in any form. Any violation of this shall be taken seriously.

The Consultant shall not, except with the previous sanction of the Commission, in the *bona fide* discharge of his duties, publish a book or a compilation of articles or participate in a radio broadcast or representing any private entity in legal or commercial matters or contribute an article or write a letter to any newspaper or periodical, either in his own name or anonymously or pseudonymous in the name of any other person, if such book, article, broadcast, uses any information that he may gather as part of this Consultancy assignment.

Selected candidates shall provide integrity certificates from 2 references known to them. A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court is pending against them. If required, the verification of character and antecedents of the YP/Consultant shall be done.

**15. Miscellaneous:** No relaxation in the above guidelines would be encouraged. Relaxation, if any, in exceptional circumstances, would require approval of Secretary (Finance Commission). Relaxations having financial implication shall require concurrence of IFD. These guidelines are for engagements of consultants in the 16<sup>th</sup> Finance Commission and may not be treated as precedence or reference for any other Department/Ministry.

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## Annexure-II

The **Terms of Reference (ToR)** for Young Professionals (YPs) and consultants in the Sixteenth Finance Commission:

1. **Research and Analysis:** Conducting research and analysis on various fiscal matters relevant to the commission's mandate, including but not limited to taxation policies, fiscal federalism, revenue projections, expenditure patterns, and public finance management. This includes understanding and analysis of the distribution between the Union and the States of the net proceeds of taxes and the allocation between the States of the respective shares of such proceeds, done in previous Commissions;
2. **Data Compilation and Interpretation:** Gathering, compiling, and interpreting data related to fiscal parameters at the national, state, and local levels. This may involve utilizing various data sources, including government reports, databases, and surveys. This includes compilation and management of various data from States, Municipalities, etc under various heads and it also includes data compilation related to grants-in-aid and other sums paid/to be paid to the States;
3. **Advisory Support:** Shall assist the Commission in making recommendations to augment the Consolidated Fund of a State to supplement the resources of the Panchayats and Municipalities in the State. This includes providing advisory support and expertise to the commission on specific fiscal matters as requested. This may involve providing expert opinions, conducting specialized studies, and offering strategic guidance, etc.
4. **Preparation of Reports and Presentations:** Contributing to the preparation of reports, presentations, and other documents to communicate the commission's findings, recommendations, and analyses effectively. This could include drafting sections of reports, creating visualizations, and preparing slides for presentations.
5. **Stakeholder Engagement:** Engaging with relevant stakeholders, including State government officials, Ministry/Departments, experts, economists and representatives from various sectors, to gather inputs, solicit feedback, and disseminate information about the commission's work.
6. **Technical Assistance:** Providing technical assistance to the commission and its staff members, other stakeholders, to enhance their understanding of fiscal issues and improve their analytical capabilities.
7. **Adherence to Commission's Mandate:** Ensuring alignment with the mandate, objectives, and priorities of the 16<sup>th</sup> Finance Commission in all activities and deliverables undertaken as YPs or consultants.
8. **Any other tasks assigned by the Commission:** These ToR are subject to modification based on the specific requirements and context of the 16<sup>th</sup> Finance Commission and may be adjusted or expanded as necessary to fulfil the commission's objectives effectively. Being flexible and responsive to additional tasks or responsibilities assigned by the commission's leadership based on evolving needs and priorities.

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**PROFORMA FOR APPLICATION FOR YPs AND CONSULTANT, 16<sup>th</sup>  
FINANCE COMMISSION**

1	Application for	Tick/Check any one of the following:		
		Young Professional		
		Consultant		
		Sr. Consultant		
		<i>(Refer Para 2 of Annexure I)</i>		
2	Full Name			
3	Address			
4	Mobile No.			
5	Email address			
6	Date of Birth			
7	Experience in years	Tick/Check one of the following:		
		2+ year	5+ year	9+ year
		<i>(Refer Para 2 of Annexure I)</i>		
8	Educational Qualifications	Tick/Check one of the following:		
		Masters		
		MBA		
		ICWA		
		CA		
		<i>(Refer Para 2 of Annexure I)</i> (Supporting documents to be attached)		
9	Additional Qualifications, if any			
10	Details of Present Employment			
	Nature of Duties			

11	Previous employment <b>(Starting with the last one first).</b>					
	Name of the post	Period		Nature of Appointment	Name of Employer	Nature of Duties in Brief
		From	To			
12	Any other relevant experience, particularly in the previous Finance Commissions.					
13	Motivation/reason to work as YPs/Consultant in Finance Commission.  (Mention in 300-500 words)					

**(Name & Signature of the Applicant)**

**Date: .....**

**Performance Appraisal Form**

Reviewing Date: \_\_\_\_\_

Reviewing Period: \_\_\_\_\_

Name: \_\_\_\_\_

Consultant/Sr. Consultant/YPs: \_\_\_\_\_

<b>Performance Category</b>	<b>Scores (out of 10)</b>	<b>Remarks, if any</b>
Ability to meet deadlines		
Organizational Skills		
Quality of Work		
Team Work Ability		

Attendance: 

Pen a picture of the Consultant/YP:

Reporting Officer Comments:  
(Outstanding/ Very Good/ Good/ Satisfactory)

**Signature**  
**Name and Designation of Reporting Officer**