

No. A-54/12/2022-A(P&T)-Part(4) (E-4026752)  
Government of India  
Ministry of Micro, Small and Medium Enterprises  
Office of Development Commissioner (MSME)  
Admin (P&T) Section

Nirman Bhawan, New Delhi  
Dated: 16<sup>th</sup> November, 2024

**OFFER OF APPOINTMENT**

The Competent Authority is pleased to appoint **Ms. Alka Rani** as Young Professional (YP), on contractual basis in the Office of Development Commissioner (MSME) and is hereby posted at **Br. MSME-DFO, Dehradun**, on the following Terms & Conditions:-

- I Tenure:** The tenure of your engagement is for a period of **TWO YEARS** from the date of joining, which may be extended on yearly basis subject to the performance as reviewed by the Competent Authority. The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in O/o DC(MSME).
- a) You will be engaged for a fixed period but not exceeding 3-years for providing high quality services on specific projects as per requirement of the Divisions. However, your continuation beyond the first and subsequent years would be contingent on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators.
- b) You would not be permitted to take up any other assignment during the period of engagement with Office of DC(MSME).
- II Remuneration:** Emolument will be paid at a consolidated fee of **Rs. 60,000/- (Rupees Sixty Thousand only)** per month. You will not be entitled to any allowances such as TA/DA, CCA, HRA, Telephone, Medical Reimbursement or any other relief etc. from the O/o DC(MSME). The payment will be released by concerned MSME-DFO/Br. MSME-DFO on production of Pre-receipt by him/her after completion of the month based on the biometric attendance registered by the individual Young Professional or on certification by concerned controlling officer.
- III TA/DA entitlement on Official Tour:**
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| Air in Economy Class or by Rail in AC Two Tier | Hotel accommodation of up to Rs. 2250/- per day; taxi charges of up to Rs. 338/- per day for travel within the city and food bills not exceeding Rs.900/- per day shall be allowed. |
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- IV 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. The O/o DC (MSME) undertake no liability for taxes or other contribution payable by the Individual Young Professional on payments made under this contract.
- V Leave:** You will be entitled to leave of 8-days in a year on pro-rata basis. In case of absence from duty other than on holidays & casual leave, amount would be deducted from the remuneration, on pro-rata basis. Further, the absence up to one month may be considered without remuneration.
- VI Police Verification:** Police verification of the Young Professional will be done as per the latest instructions issued by MHA. In case the police verification is received as negative, the contract of Individual Young Professional will cease to exist with immediate effect without any notice.

*Dayaj Kumar*

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**VII Termination:** If any information furnished by you is found to be incorrect, at any point of time during the engagement, your appointment is liable to be terminated with immediate effect. Further, your services may be terminated in case found not satisfactory or lacking in honesty and integrity. The contract can be terminated by either side by giving notice of one months' time.

**VIII Settlement of Disputes:** You and Office of DC(MSME) will use their best efforts to amicably settle any dispute, controversy or claim arising out of the Contract or the breach, termination, or invalidity thereof. Any dispute, controversy or claim arising out of the contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred to the Secretary, Ministry of MSME for arbitration. The Secretary, Ministry of MSME may appoint an arbitrator for the settlement of the controversy.

a) Any litigation matters pertaining to employment at O/o DC(MSME) shall be restricted to the jurisdiction of the Delhi Courts.

b) Secretary MSME shall be the final authority in case of any dispute.

**IX Conflict of Interest:** You will follow all the rules and regulations of the Government of India which are in force and expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case your services is not found satisfactory or found in conflict with the interests of Office of DC(MSME)/Government of India his/her services will be liable for discontinuation without assigning any reason.

2. In case the above terms and conditions are acceptable, you may convey your acceptance **within a week** by mail on **estt-hqrs@dcmsme.gov.in**, and shall report for joining at **Br. MSME-DFO, Thano road, Bhopalpani, Dehradun (Uttarakhand) - 248008**, within one month from issue of this order.



(Sanjay Kumar)  
Deputy Director (Admin)  
Ph: 011-23061430

To

Ms. Alka Rani  
19.alkarani@gmail.com

Copy to:

1. PAO, MSME, New Delhi/Mumbai/Kolkata/Chennai;
2. The HoO, MSME-DFO, Haldwani/Br. MSME-DFO, Dehradun – To arrange Police Verification of the YP, at the earliest.

Copy for information to:

1. PPS to Secretary(MSME);
2. PPS to AS&DC(MSME);
3. O/o ADC(SK)/DDG(AB)/ADC(IGT)/ADC(AL)/ADC(RKR), O/o DCMSME;
4. O/o JD(Admin/PMV)/HoO, O/o DC(MSME);
5. PMV Division, O/o DC(MSME)-to allocate necessary funds to respective MSME-DFO/Br. MSME-DFO to meet out expenditure of payment of fee to YP concerned;
6. Office order folder/guard file.