(Approved in 105th BM Dated 28.11.2022
& Amended in 124th BM Dated 02.03.2026)

Policy for Engagement of Expert (On Contract Basis)

1- OBJECTIVE: To engage qualified professionals for technical, professional, or specialized tasks where in-house expertise is not available or sufficient within the company.

2- PERIOD OF ENGAGEMENT : The Engagement of Expert shall be for a period of 11 months initially. which may be extended upto two times for further period of 11 months each on suitability and requirement with due approval of Chairman and Managing Director.

3- MAXIMUM AGE : "Normally the maximum age limit for all categories of Expert will be 60 years. However engagement beyond 60 years and up to 70 years could be with the approval of CMD keeping the view his/her good health appropriate for the work and level of expertise and in rare cases.

4- REMUNERATION :

Designation	Consolidated monthly remuneration including all (in Rs.)	Essential work experience
Sr. Expert	55000/-	At least 5 year's
Middle Level Expert	45000/-	At least 3 year's
Expert	30000/-	At least 1 year

Note : Except TA/DA on official tour, no other benefits over the above the consolidated remuneration will be admissible to expert.

5- SPECIFICATIONS : Qualification and Experience will be decided on the basis of requirement and industry (PSU) standard with due approval of Chairman and Managing Director. Note:

1. Ph.D may be considered as experience (upto 3 years) only when mentioned in the recruitment notification. Otherwise only post qualification employment experience is counted.

2. Internship/Apprenticeship training experience will not be counted for consultant.

3. Self-employment/own proprietorship experience will be considered as professional work experience if it is accompanied by proper documentation such as GST registration, UDYAM/MSME registration, income tax returns, and bank statements showing business transactions, work order etc.

6- MODE OF ENGAGEMENT : Regular interview/VC Interview OR Walk in interview will be done after press advertisement in Employment news and placing the detailed advertisement on company website.

Mode of interview	**Application process**	**Minimum time for scheduling interview**
Regular Interview/VC Interview	Inviting of application & submitting of supporting documents with 21 days from publication.	7-21 days after issue of call letter.
Walk in interview	At the time of interview	7-21 days after issue of publication in newspaper.

7- PROCESSING OF APPLICATION : The applications will be scrutinized by duly approved committee by CMD consisting of Personnel, relevant HOD and any nominated members.

8- CONSTITUTION OF INTERVIEW COMMITTEE

The Interview Committee to be constituted by CMD shall include at least 5 members as per following :-

Chairman - General Manager/ Unit Head
Member - Concerned Department
Member - Personnel
Member - any member (Not below the level of E-4)
Member - Subject expert (External)

9- PROCEDURE OF SELECTION : Eligible candidates will be decided by the Scrutiny committee and those candidates will appear for the interview.

Candidates will be generally be assessed on the following parameters :-

(a) Job Knowledge/Experience/Aptitude/Interview performance – 40%

(b) Educational Qualification – 60%

i. 20% weight age to Class Xth Marks
ii. 20% weight age to Class XIIth Marks
iii. 60% weight age of marks obtained in Qualifying Degree Examination (as advertised) shall be considered.

Marks obtained in Educational Qualification out of 100 will be converted to 60% weightage as per clause 9(b). Marks to be awarded by Interview committee in interview - 40 marks. Interview committee will give marks out of 40.

Thereafter, a Committee of three members (including HOD Personnel as Member Secretary) will assess educational qualification of candidate and draw a final merit which will be put before Chairman and Managing Director. This Committee shall be finalized prior to interview with approval of CMD.

Chairman and Managing Director is Competent Authority for Approving Selection.

10-PANEL

The following guiding principles shall be observed in the formation of panels:-

i. Personnel Section will prepare a panel of selected candidates in order of merit. Maximum three candidates including selected one can be kept in panel.

ii. All panels will be valid normally for 11 months only. The appointment offered to the next applicant shall also be for a period of 11 months only.

11-ATTENDANCE : Expert would be required to attend office on daily basis and report to General Manager or any other designated official. He/She will mark his/her attendance as directed by his/her Controlling Officer.

12-TA/DA FOR OFFICIAL JOURNEY : Expert shall be allowed TA/DA for official journey as per Company TA Rules at E-1 category.

13-DEDUCTIONS: The income tax as applicable shall be deducted at source, while releasing the monthly payment to you.

14-HOLIDAYS/RESTRICTED HOLIDAYS: All holidays (National + Festival) which are being observed by FAGMIL employees will be granted to the Expert. However, no RH will be granted.

15-LEAVE:

a. One day leave for every month will be admissible. Expert will be entitled to avail the leave during his/her tenure only.
b. In the event of absence on the ground of sickness, Expert shall be required to submit a proper medical and fitness certificate (no pay will be payable for this period).
c. Station leave permission shall be mandatory before leaving the station, even on a holiday.

16-GENERAL CONDITIONS

i. Personnel Department shall submit the recommendations to the competent authority for approval.

ii. The Candidate found suitable may be informed of their result in writing or on website of the company.

iii. All orders of Engagement will be issued only by the Personnel Department with copies to the Accounts and other departments concerned.

iv. It will be Personnel Department's responsibility to keep all the records properly.

v. Experts called from Govt. /Semi Govt./PSUs may be paid TA/DA as per their entitlement in their respective organization. Experts invited from sources other than the above may be reimbursed up to and fro in 2nd AC Railway fare including Rajdhani. Accommodation charges at actual with a ceiling of Rs. 3000/- per day and an honorarium of Rs. 3000/- per day or as decided by CMD from time to time.

vi. Candidate will not be entitled to any traveling allowance for joining duty as Consultant.

vii. The offer of contract service will not confer any right for regular appointment in FAGMIL.

viii. If any declaration given or information furnished by candidate proves to be false or if candidate are found to have willfully suppressed any material information, candidate will be liable to be removed from contract service and to such other action as the FAGMIL may deem fit.

ix. Selected Candidates are required to submit the following documents before or at the time of joining :-

(a) Character Certificate by a Gazetted Officers.

(b) No Objection Certificate/Clearance from present employer, if already employed.

(c) Original certificate of all degrees.

(d) Declaration affirming that candidate has not been prosecuted for any criminal offence nor there is any criminal case pending against you in any court of law.

(e) A medical certificate of fitness in the prescribed form by Civil Surgeon or a District Medical Officer or a Medical Officer of equivalent status of Govt. Hospital.

x. Selected candidate should accept the offer of Expert on contract basis with the aforesaid terms and conditions and join duties within one week from the date of issue of offer letter failing which the offer would automatically stand cancelled without further notice. Under exceptional circumstances and in public interest depending upon the merits of each case, request for extension in joining time shall be considered and decision of the competent authority conveyed to the candidate concerned.

xi. Service of the Expert are liable to be terminated on one month's notice from either side. Any shortfall in the notice period will be adjusted against

Salary, if any, due to the concerned candidate, or, he will have to pay a sum equivalent to the short fall in the notice period.

xii. Candidates should have basic knowledge of working in Computers, MS Office and relevant specialized software.

xiii. Verification of Documents with originals: The candidate who is attending Interview are required to produce original documents/testimonials, along with self attested photo copies, in support of Age, Qualification, Experience, Category, etc. for verification of their eligibility as per notification at the time of Interview. In case the candidate(s) do not produce/submit the required documents before attending Interview, the candidate(s) will not be permitted to attend the Interview. The decision of FAGMIL Management is final in this regard.

xiv. Candidates joining FAGMIL are required to produce relieving order of the previous organization at the time of Joining.

17- In certain exceptional cases, with the approval of the C&MD selection from a single source as per GFR 2017 may also be considered.

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