

Position	:	Senior Consultant
Number of Posts	:	01
Location	:	STPI HQ, New Delhi
Contract Duration	:	Initially for 04 months and further extendable based on satisfactory performance
Remuneration	:	Rs.2 lac – 3 lac per month (based on suitability, qualifications & experience)
Qualification	:	M.Tech/MBA or equivalent
Maximum Age Limit	:	60 years

Work Experience:

- (i) At least 7-10 years of professional experience
- (ii) Experience in organizing large-scale national/international technology summits/exhibitions
- (iii) Proven track record in
 - Stakeholder management, event strategy, and government-industry coordination.
 - Policy reforms for emerging technologies.
 - Experience in regulatory framework development, compliance, and execution in AI-related initiatives/Events.
 - Experience in promotional campaigns for large-scale events, leveraging social & physical media

Major Roles & Responsibilities:

- Strategic planning and coordination of Expo-related activities.
- Liaison with participating industry partners, ministries, and supporting organizations.
- Supervising vendor coordination, exhibition layout design, and logistics planning.
- Overseeing branding, visitor engagement, and day-to-day execution during the event.
- Preparing post-event reports and recommendations.
- Any other activities/responsibilities assigned as per the requirements.

Type and Tenure of Engagement

- i. The engagement will on full time basis.
- ii. The engagement will be purely on a contractual basis.
- iii. These engaged personnel shall have the legal status of a consultant vis-a-vis, STPI and shall not be regarded, for any purposes, as being either a 'staff member'

or an 'official' of STPI. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between STPI and the Consultants.

- iv. The engagement shall be initially for a period of four months which may be extended for further period, depending on the performance evaluation and requirement.

Payment:

- i. The Consultant will be paid monthly remuneration within 7 days of the month for which remuneration is to be paid, subject to receipt of work certificate by the Controlling Officer.
- ii. The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at the source before effecting the payment, for which STPI will issue TDS certificate.
- iii. The Consultant shall be liable to pay Good and Services Tax, as applicable. STPI undertake no liability for taxes or other contribution payable by the Consultant on payment made under this contract.

Working Hours and Leave:

- i. Working Hours shall normally be from 9.00 AM to 5.30 PM during working days including half an hour lunch break in between. However, in exigencies of work, the Consultant may be required to sit late and may be called on Saturday / Sunday and other holidays also.
- ii. The Consultant will be eligible for leave at the rate of 1.5 days for each completed month (not exceeding 18 days per year) with the prior written approval of the controlling officer. Un-availed leave cannot be carried forward to the next year. The year so will be counted from the date of joining of ICs. Further, leave up to one month can be considered without remuneration with the prior approval of controlling Officer. However, in exceptional cases like need for professional development, training etc., this condition may be relaxed with the approval of Senior Director, STPI, subject to official exigencies.
- iii. The women Consultant may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by Ministry of Labour & Employment vide letter No. S-36017/03/2015-ss-l dated 12th April, 2017.

Termination:

- i. The engagement can be terminated at any time by STPI by giving **15 days** notice or pay in lieu thereof. Similarly, the Consultant may also resign after giving notice for a similar period.
- ii. STPI reserves the right to terminate the services of the Consultant at any stage in event of a serious failure to perform the task assigned or of failure to observe any standards of conduct.

Other Terms & Conditions:

- a. The remuneration will be inclusive of all applicable taxes and no other facilities or allowance will be allowed.
- b. The Consultant may be required to travel to any place in India. While on tour, TA/DA will be admissible to Senior Consultants as to Under Secretary (Level I I) of the Government of India, respectively.
- c. Any dispute, controversy, or claim arising out of or relating to this Contract, including its breach, termination, or invalidity, which is not resolved amicably as per the provisions above, shall be referred to the Director General, Software Technology Parks of India (DG, STPI) for resolution. The decision of DG, STPI shall be final and binding upon both the parties.
- d. The period of engagement would commence from the date of joining STPI.
- e. The period of engagement as the Consultant will not confer any claim or right for subsequent engagement / employment with STPI.