

**Invitation of applications for appointment as Research Fellows in the Tax Policy Research Unit, Department of Revenue, Ministry of Finance**

Tax Policy Research Unit (TPRU) in the Department of Revenue, Ministry of Finance has been created to ensure a professional and multi-disciplinary analysis of the tax proposals.. TPRU comprises of officers from CBEC, CBDT as well as professional economists, researchers, statisticians and legal experts. Tax Policy Research Unit (TPRU) proposes to engage Research Fellows for attending to research work in a time bound manner. Only persons with requisite qualification and experience as prescribed hereunder would be hired as Research Fellows. The details are as follows-

**1. Qualification:**

- 1.1 Master's degree in Economics/Business Economics/Finance Or B.Tech In Computer Science/Information Technology (IT).
- 1.2 One to five years of research and report writing experience;
- 1.3 The ability and the experience to handle large databases;
- 1.4 Experience with some econometric and statistical tools like E-Views, Python, STATA, SPSS and R. etc

**2. Age Limit:**

Not exceeding 35 Years.

**3. Tenure:**

- 3.1 The appointment shall be for a period of one year.
- 3.2 The appointment of Research Fellow is of a temporary nature and the appointment can be cancelled at any time by TPRU without assigning any reason.

**4. Entitlements/ Conditions:**

**4.1 Remuneration**

All inclusive remuneration shall be Rs. 40,000/- per month.

**4.2 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, for which TPRU will issue TDS Certificate/s.

#### **4.3 Other Allowances**

No other allowances or perquisites whatsoever like transport/conveyance, accommodation, residential phone, foreign travel, personal staff and medical reimbursement etc. would be admissible to the Research Fellow.

#### **5. Leave:-**

Research Fellow shall be eligible for 08 days leave in a calendar year on pro-rata basis. Therefore, Research Fellow shall not draw any remuneration in case of his/her absence beyond 08 days in a year (calculated on a pro-rata basis). Also, un-availed leave in a calendar year cannot be carried forward to next calendar year.

#### **6. Confidentiality:-**

**A.** The Research Fellow may not, except with the previous sanction of TPRU in the bonafide discharge of his/her duties, publish a book or a compilation of articles or participate in a radio broadcast or contribute an article or write a letter to any newspaper or periodical, either in his/her own name or anonymously or pseudonymously in the name of any other person.

**B.** During the period of assignment with TPRU, the Research Fellow would be subject to the provisions of the Indian Official Secrets Act, 1923 and shall not divulge any information gathered by him/her during the period of his/her assignment to anyone who is not authorized to know/ have the same.

**C.** The Research Fellow appointed by TPRU shall in no case represent or give opinion or advice to others in any matter which may be adverse to the interest of the TPRU.

#### **7. Termination of Agreement**

TPRU may terminate the contract to which these Terms apply if:

1. The Research Fellow is unable to address the assigned works.
2. Quality of the assigned works is not to the satisfaction of the TPRU.
3. The Research Fellow fails in timely achievement of the milestones as finally decided by TPRU.
4. The Research Fellow is found lacking in honesty or integrity or violates the confidentiality clause.

**8. Requirement of prior notice: -**

The services can be terminated by the Research Fellow by serving a notice period of 30 days or one month salary in lieu thereof.

**9. Submission of application: -**

The **hard /physical copy** of the application in the format given in Annexure-1, should be addressed to the **Commissioner, TPRU** and should reach the Office of TPRU at 5<sup>th</sup> Floor, Tower-1, Jeevan Bharti Building, Connaught Place, New Delhi- 01 by speed/registered post on or before 26.09.2018. Any application received after the last date i.e. 26.09.2018 will not be entertained under any circumstances. The envelope containing the application as above should be labelled as “**Application for Research Fellow**” on the cover. For any further enquiry, please contact at Telephone No. 011- 23753541 between 3:00 PM to 5:00 PM on any working day from Monday to Friday.

**10. Integrity Clause:** The applicant shall not try in any direct or indirect way to influence any official of this Office in relation to his/her selection and any such effort will be a cause for his debarment from the selection process ab-initio.

**11.** The signed application shall be deemed as a proof of the applicant having read the terms and agreeing to abide by it.

## Annexure-I

The persons who fulfill the eligibility conditions after going through the details of scope of work and terms and conditions and other details may apply in the prescribed format as given below:-

### 1. Post for which applying :- Research Fellow

### 2. Format of Application :-

- (i) Name:
- (ii) Date of Birth:
- (iii) Address for correspondence:
  
- (iv) Contact No.: Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email:
- (v) Academic Qualification (In reverse order, starting from the latest till 10<sup>th</sup> standard or equivalent.):

S. No.	Degree	Year	Subjects	University/ Institute	Class/ Division	Distinction (if any)

\*Attach Separate copy if required.

- (vi) Professional experience (In reverse order, starting from the latest):
- (vii) List of relevant technical and academic publications:
- (viii) Relevant experience:
  - (a) No. of total years of experience and name of organizations.
  - (b) Year-wise tasks of similar nature carried out during last three years.
  - (c) Relevant experience of working for national/international bodies.
  - (d) Works of similar nature in hand and the expected date of completion.
- (ix) A brief note on your suitability for the post.

Recent self-attested photograph

**Name & Signature of the applicant**

**Date:**

**Place:**