

No.21/01/2021-CS-I (Coord)  
Ministry of Personnel, Public Grievances Pension  
Department of Personnel & Training  
(C.S.I Division)  
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2<sup>nd</sup> Floor, 'A' wing,  
Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 5<sup>th</sup> March, 2021

**OFFICE MEMORANDUM**

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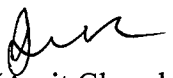
**Subject:- Engagement of Retired Government Servants on contract basis as Section Officer and Assistant Section Officer level as Consultants in the Bio-Stimulants Cell in Ministry of Agriculture and Farmers Welfare.**

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The undersigned is directed to circulate the vacancy circular, No.8-9/2021-INM(94117) dated 03.03.2021 (along with enclosures) Ministry of Agriculture and Farmers Welfare, regarding engagement of Retired Government Servants on contract basis as Section Officer and Assistant Section Officer level as Consultants in the Bio-Stimulants Cell in DAC&FW.

2. It may be noted that cadre clearance from C.S.I Division will be required in case of any Under Secretary and above level officers of CSS submit his candidature for the deputation post.

3. In case of any further clarification, applicants are requested to contact the concerned Ministries/Departments.

  
(Amit Ghosal)

Under Secretary to the Government of India  
Tele:- 24629412

To,

All Ministries/Departments (through DOPT's website)

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**File No. 8-9/2021-INM (94117)**  
**Government of India**  
**Ministry of Agriculture and Farmers Welfare**  
**Department of Agriculture, Cooperation and Farmers Welfare**  
**Krishi Bhawan New Delhi,**  
**Dated 03.03.2021**

**Circular**

**Subject: Engagement of Retired Government Servants on contract basis at Section Officer and Assistant Section Officer level as Consultants in the Bio-Stimulants Cell in DAC&FW -reg.**

Department of Agriculture, Cooperation & Farmers Welfare invites applications from the retired Govt. Servants who have retired from Ministry/ Department or its attached/ Subordinate offices for filling up of the following posts purely on contract basis for a period of one year, extendable for a further period of two years subject to satisfactory performance (to be reviewed annually), in the Bio-Stimulants Cell in DAC&FW as under:

Sl. No.	Name of the post	Eligibility	Remuneration Per Month
(i)	Senior Consultant	i) Doctorate Degree in Plant Physiology from the ICAR or IARI or from any recognized University (ii) 20 years experience of Research of Agriculture related subject in ICAR/IARI or other Central/State Government institutes.	Remuneration of Rs. 75,000/- p.m. or the last pay drawn minus pension, whichever is less.
(ii)	One Section Officer Level Consultant	a). Should have retired as Section Officer or at equivalent level from any Ministry/ Department or its attached or subordinate offices of Central Govt. b). Should have experience in handling Policy related matters, sound knowledge of Service Rules & noting / drafting c). Should have working knowledge of computer or application of computer, Excel and Power Point required in day to day functioning of office.	As per DAC&FW norms.
(iii)	One Assistant Section Officer Level Consultant	a). Should have retired as Assistant Section Officer or at equivalent level from any Ministry/ Department or its attached or subordinate offices of Central Govt. b). Should have experience in handling Policy related matters, sound knowledge of Service Rules & noting / drafting c). Should have working knowledge of computer or application of computer, Excel and Power Point required in day to day functioning of office.	As per DAC&FW norms.

2. The terms and conditions for appointment on contract basis is enclosed at Annexure-I.

3. Interested candidates, who fulfill the eligibility criteria, may submit their application in the prescribed proforma (Copy enclosed as Annexure-II) in sealed cover super-scribed "**Application for engagement as ..... (name of the post applied for ) on contract basis in the Bio-Stimulants Cell in DAC&FW**" which should reach this office **latest by 5.00 p.m., 26/03/2021**, at the following address:-

**Deputy Secretary (INM),  
R. No. 140, Krishi Bhawan  
Department of Agriculture, Cooperation and Farmers Welfare  
Ministry of Agriculture and Farmers Welfare  
Krishi Bhawan, New Delhi**



**(Neelam Sharma)  
Under Secretary (INM)  
D/o Agriculture Cooperation & Farmers Welfare**

**To,**

1. All Ministries/Departments of Government of India/Subordinate/Attached offices of DAC&FW with request to 'upload this circular on their respective website.
2. All Notice Boards of DAC&FW

**Copy to:-**

- (i) Under Secretary, CS.I Section, DoP&T, Lok Nayak Bhawan, Khan Market, New Delhi-110003 with request to 'upload this circular on the website of DoP &T.
- (ii) NIC for uploading this circular on the website of DAC&FW

**Proforma for the post of Senior Consultant, Section Officer Level  
Consultant and Assistant Section Officer level Consultant**

**Application for engagement of .....(name of the post applies for) in the Bio-Stimulants Cell, DAC&FW**

1.	Name in full (Block letters)						
2.	Educational Qualifications						
3.	Date of Birth						
4.	Date of Superannuation form Govt. service						
5.	AADHAR No (Enclose Xerox copy)						
6.	PAN No. (Enclose Xerox copy)						
7.	PPO No (Enclose Xerox copy)						
8.	Complete residential address						
9.	Mobile Number						
10.	E-mail I.D						
11.	Last Office's address (at the time of retirement)						
12.	Brief particulars of experience in Govt. service during last five years, just before retirement	Post held	From	To	Pay Level	Area of Experience	Last Pay Drawn and Basic Pension
					PB/GP		
13.	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.						
14.	Publications						
15.	Availability (Time required for joining)						

A recent passport size photograph may be pasted at the top right corner of the application proforma.

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the term & conditions for engagement of Consultants.

**(Signature of the Candidate)**

**Place:**

**Date:**

**Terms & Conditions for appointment as Senior Consultant, Section Officer Level Consultant and Assistant Section Officer level Consultant**

1. **Period of engagement**

The engagement shall be initially for a period of one year, extendable for a further period of two years subject to satisfactory performance (to be reviewed annually).

2. **Selection Procedure**

The engagement will be purely on contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of the applicants. Consultants will be selected from shortlisted candidates on the basis of interview.

DAC&FW reserves the right to reject any application without mentioning any reason.

3. **Remuneration**

A fixed monthly amount shall be admissible, to be calculated as per DAC&FW norms. The amount of remuneration so fixed shall remain unchanged for the term of contract and there will be no annual increment/percentage increase during the contract period. No DA/HRA, residential accommodation shall be admissible.

4. **Leave**

The Consultants will be entitled for the paid leave at the rate of 1.5 days for each complete month of service. Accumulation of leave beyond calendar year may not be allowed. In special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturday's /Sundays/ Other Gazetted holidays they may be given compensatory off.

5. **Scope of Duties**

During the period of such engagement, the Consultants would be required to perform the duties of supervisory /a dealing hand as per requirement. They will report to SO/US/DS/JS depending upon the task assigned to them.

6. **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 the office will issue TDS certificate.

7. **Office time and working hours**

Engagement of Consultants would be on full time basis. Working hours shall be from 9:00 AM to 5:30 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The Consultants may be called on Saturday/Sunday/other Gazetted holidays, if required.

The Consultant will be required to mark his/her attendance in Bio-metric System or in the attendance register.

8. **Confidentiality of data and documents**

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

9. **Conflict of Interest**

The Consultant appointed by this office, shall in no case represent or give opinion or advice to other in any matter which is adverse to the interest of this office. No Consultant would be permitted to take up any other assignment during the period of Consultancy.

10. **Termination of service**

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 07 days. In case, a Consultant desires to leave the assignment, he/she is to give 07 day's notice which can be curtailed/extended depending upon the workload.

In case any Consultant is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.

11. DAC&FW shall not be responsible for any loss, accident, damage; <sup>DSM</sup> injury suffered by the Consultant whatsoever arising in or out of the execution of his work including travel.

12. **Guidelines for the submission of the application**

The duly completed application in prescribed proforma should be submitted so as to reach the office **latest by 5.00 p.m., 26/03/2021**. Any application received after the above date **will not be entertained**. The application should be submitted with the following documents:-

- a) Copy of retirement notification
- b) Copy of PPO
- c) Copy of last Pay Certificate.
- e) Copy of PAN card and AADHAR card- mandatory
- f) Copy of last two years' APARs