

Ministry of Fisheries, Animal Husbandry and Dairying
Department of Animal Husbandry and Dairying
Establishment (Hqrs.)

Krishi Bhawan, New Delhi – 110 001
Dated, the 16th April, 2024

CIRCULAR

Subject: Engagement of Consultants on contract basis in the Ministry of Fisheries, Animal Husbandry and Dairying (Department of Animal Husbandry and Dairying) - reg.

The undersigned is directed to say that the Ministry of Fisheries, Animal Husbandry & Dairying (Department of Animal Husbandry and Dairying) proposes to engage Consultants on contractual basis. Officials retired from the post of Section Officer/Under Secretary or equivalent from the Government of India, State Governments, Attached/Sub-ordinate offices of the Government of India, having working experience in the budget and accounts division, including in the offices of PAOs are eligible for the position of Consultants. The details of the four (04) posts advertised are enclosed at **Annexure-I**. This engagement will be in the nature of fee-based consultancy, and does not in any way tantamount to an appointment for employment or job. The short-listed candidates will be considered for engagement as per functional requirements of the Department.

2. Interested and eligible applicants may submit their particulars “strictly as per the enclosed format (**Annexure-II**) along with CV and relevant documents” to the Establishment (Hqrs.) Section, Department of Animal Husbandry and Dairying, Room No. 435-A, Krishi Bhawan, New Delhi-110001 latest by **30th April, 2024**.

3. The Department of Animal Husbandry and Dairying reserves the right to accept or reject any application without assigning any reason.

Encl.: As above.

To,

(i) All the Ministries/Departments of Government of India.

(ii) The Director (CS Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi - with a request to upload the same on DOP&T's website.

(iii) NIC with a request to upload this circular on the website of this Department.

(iv) The Director, CEAH, Bangalore - for giving wide publicity to the above circular.

Vikash
16/4/24

(Vikash Kumar Vikrosy)
Under Secretary to the Government of India

विकास कुमार विक्रोसी
अवर सचिव
भारत सरकार

मत्स्यपालन, पशुपालन एवं डेयरी मंत्रालय
पशुपालन और डेयरी विभाग
कृषि भवन, नई दिल्ली-110001

ADVERTISEMENT FOR THE FOUR POSTs OF CONSULTANTS

1.	No. of consultants to be engaged on contractual basis	(a) Two Consultants for IFD/Budget Section of DAHD Headquarters, Krishi Bhawan, New Delhi - 2 no. of consultants. (b) Two Consultants for Centre of Excellence (CEAH), Hassergatta, Bangalore - for Accounts/Budget related work.
2.	Eligibility	<p>a. Persons retired from the post of Under Secretary/ Section Officer or equivalent in the Government of India, State Governments and its Attached/Sub-ordinate offices of the Government of India.</p> <p>b. Candidates should have excellent communication and interpersonal skills. Knowledge of computer applications such as MS Word, MS Excel and Power Point, etc. is essential.</p> <p>c. Candidates should be well conversant with, besides their domain field, Central Secretariat functions like drafting, noting, budget, Vote on Account, Re-appropriation, Final Requirement, accounts, Compilation of BE, RE, Annexure for RE Meeting, Surrender of Saving, Year-wise, Scheme-wise, Object Head-wise BE, RE & Exp., Re-appropriation Data Sheet, Concurrence Sheet, Opening of new object heads, Supplementary proposals, office procedure, etc.</p> <p>d. Persons retired from the posts of Accounts officer or from Pay & Account office/Principal Accounts Office of Govt. of India, with experience in Finance & Budget shall be given preference.</p>
3.	Period of engagement	<p>The term of engagement shall ordinarily be for an initial period not exceeding one year which is extendable by one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond five years after superannuation.</p> <p>The term of all the consultants will be from 1st April till 31st March of any given financial year. For consultants engaged midway through any financial year, their initial period of engagement will be till 31st March of that financial year.</p>
4.	Leave	Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed.
5.	Working hours	The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturdays, Sundays or any holiday in case of urgent nature of work. They shall mark their attendance in AEBAS mandatorily, failing which it may result in deduction of remuneration.

विकास कुमार विक्रोसी
अवर सचिव
भारत सरकार

[Handwritten Signature]
2

आयुक्त, प्रशासन एवं डेटरी मंत्रालय
व्यक्तिगत और डेटरी विभाग
कक्ष संख्या: 18/04/2024 10:25 AM
कक्ष संख्या: 18/04/2024 10:25 AM
दिल्ली-110001

	Age limit	Should not be more than 64 years of age on the last date for receipt of application. The contract shall not be extended beyond 05 years after their superannuation as per DoE's O.M. dated 09.12.2020.
7.	Remuneration	A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract. There will be no annual increment/ percentage increases during the contract period. No increment and Dearness Allowance shall be allowed during the term of contract. A fixed amount as Transport Allowance shall be paid to the consultants, in terms of DoE's OM No. 21/5/2017-E.II(B)dated 07.07.2017. However, no Dearness Allowance shall be allowed. No other allowances such as HRA, residential accommodation, tuition fee reimbursement, etc. will be admissible. The terms and conditions of engagement of consultants are as per GFR and DoE's OM dated 09.12.2020.
8.	Place of work	(a) Two Consultants selected for IFD/Budget Section of DAHD Headquarters will have place of posting at Krishi Bhawan, New Delhi. (b) Two Consultants selected for CEAH, Hassergatta, Bangalore for accounts/budget related work shall be posted at Hassergatta, Bangalore.
9.	Method of selection	The scrutiny of the applications and selection of consultants will be carried out by a Selection Committee in DAHD.

Handwritten signature

विकास कुमार विक्रोसी
अवर सचिव
भारत सरकार
पशुपालन एवं डेयरी मंत्रालय
पशुपालन और डेयरी विभाग
कृ. मं. नई दिल्ली-110001

APPLICATION FORM FOR THE POST OF CONSULTANT ON CONTRACT BASIS IN THE MINISTRY OF FISHERIES, ANIMAL HUSBANDRY AND DAIRYING (DEPARTMENT OF ANIMAL HUSBANDRY AND DAIRYING)

I. Personal Details:

1	Post applied for	
2	Name of the applicant (Block Letters)	
3	Father's / Husband's name	
4	Date of birth (DOB)	
5	Nationality	
6	Permanent address	
7	Mobile & E-mail (block letters)	
8	Last post held in government service prior to retirement along with the name of organization (with PPO)	
9	Pay level/ Grade Pay of the last post held	
10	References	

II. Educational Qualifications (Please attach self-attested copies):

S. No.	Degree/ Diploma

III. Professional experience (Please attach self-attested copies):

S. No.	Name of the Organization	Post Held (prior to retirement)	Period of Service

I, solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, my services are liable to be terminated. I shall abide by the terms and conditions listed in the above advertisement.

Signature with date
