

**No. A-43011/16/2023-Admin\_1 (E-24949)**  
**Ministry of Fisheries, Animal Husbandry and Dairying**  
**Department of Animal Husbandry and Dairying**  
**Establishment (Hqrs.)**

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Krishi Bhawan, New Delhi – 110 001.  
Dated, the 19<sup>th</sup> February, 2025

**CIRCULAR**

**Subject: Engagement of two Consultants on contractual basis in the Department of Animal Husbandry and Dairying - reg.**

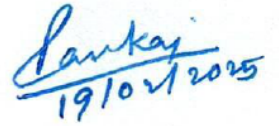
The undersigned is directed to say that the Department of Animal Husbandry and Dairying proposes to engage two Consultants on contractual basis. Officials retired from the post of Section Officer/Under Secretary/Deputy Secretary/Director or equivalent from the Government of India, State Governments, 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 to apply for the position of Consultants.

2. The details of the two posts advertised are enclosed as **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.

3. 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, 4<sup>th</sup> Floor, Krishi Bhawan, New Delhi-110001 latest by **19<sup>th</sup> March, 2025**.

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

**Encls: As above.**

  
19/02/2025

(Pankaj Kumar Sinha)

Under Secretary to the Government of India

पंकज कुमार सिन्हा/PANKAJ KUMAR SINHA  
अवर सचिव/Under Secretary  
भारत सरकार/Government of India  
मत्स्यपालन, पशुपालन और डेयरी मंत्रालय  
Ministry of Fisheries, Animal Husbandry & Dairying  
पशुपालन और डेयरी विभाग  
Department of Animal Husbandry & Dairying  
कृषि भवन, नई दिल्ली/Krishi Bhawan, New Delhi-110001

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.

**ADVERTISEMENT FOR THE TWO POSTs OF CONSULTANTS**

1.	No. of consultants to be engaged on contractual basis	FD/Budget Section of DAHD Headquarters, Krishi Bhawan, New Delhi - 2 no. of consultants.
2.	Eligibility	<p>a. Persons retired from the post of Director/Deputy Secretary/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, Annexures for RE Meeting, Surrender of Saving, Year-wise, Scheme-wise, Object Headwise BE, RE &amp; 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 &amp; Account office/Principal Accounts Office of Govt. of India, with experience in Finance &amp; Budget shall be given preference.</p> <p>e. The candidate should have a good understanding of DFPR and GFR.</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 engagement of the contractual position may be terminated by the competent authority without assigning any reason or notice. However, Consultant will have to give 30 days advance notice before resigning from the engagement otherwise remuneration will be proportionately deducted in case of short period notice.</p>
4.	Leave	<p>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.</p> <p>Un-availed leave in a year cannot be carried forward to next calendar year. Un-availed leave cannot be en-cashed.</p>

*Sankaj*  
19/02/2023

5.	Working hours	<p>The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday 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.</p> <p>No extra remuneration or fee would be payable if work required late sitting or coming on holidays.</p>
6.	Age limit	<p>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 9.12.2020.</p>
7.	Remuneration	<p>(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 the contract. There will be no annual increment/ percentage increase during the contract period.</p> <p>(b) 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 OM No. 21/5/2017-E.II (B) dated 07.07.2017. The amount so fixed shall remain unchanged during the term of appointment. However, no DA shall be allowed.</p> <p>(c) No other allowances such as HRA, residential accommodation, tuition fee reimbursement etc will be admissible.</p> <p>(d) The terms and conditions of engagement of consultants are as per GFR and DOE OM dated 09.12.2020.</p>
8.	Place of work	<p>Two Consultants selected for IFD/Budget Section of DAHD Headquarters will have place of posting at New Delhi.</p>
9.	Method of selection	<p>(a) The scrutiny of the applications and selection of consultants will be carried out by a Selection Committee in DAHD.</p> <p>(b) The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.</p>

*Sankaj*  
19/02/2025

**ANNEXURE - II**

**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

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