

No. A-43011/16/2023-Admin_1 (E-24949)
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Animal Husbandry and Dairying
Establishment (HQs)

Krishi Bhawan, New Delhi – 110001
Dated, the 21st March, 2025

CIRCULAR

Subject: Engagement of 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 ten (10) Consultants on contractual basis. Officials retired from the post upto the level of Director (Level-13 as per 7th CPC) or equivalent from the Government of India, State Governments, Attached/Sub-ordinate offices of the Government of India having working experience in the relevant fields are eligible to apply for the position of Consultants. The details of the **ten** (10) posts advertised are enclosed as **Annexure-I**. However, the number of posts being advertised may change depending upon the functional requirements of the Department and based on the number of applications received or candidates found suitable.

2. 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, 4th Floor, Krishi Bhawan, New Delhi-110001 and may also be emailed at pk.sinha88@gov.in latest by **21st April, 2025 by 05:00 PM.**

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

Encl: As above.


21/03/2025

(Pankaj Kumar Sinha)
Under Secretary to the Government of India
Email : pk.sinha88@gov.in
Tel: 011- 2307 0149

To,

- I. All the Ministries/Departments of Government of India.
- II. The Under Secretary (General and Admin.), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi - with a request to upload the same on DoP&T's website for wider publicity.
- III. NIC with a request to upload this circular on the website of this Department.

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
Department of Animal Husbandry and Dairying
Krishi Bhawan, New Delhi-110001

ADVERTISEMENT FOR THE TEN POSTS OF CONSULTANT

1.	No. of consultants to be engaged	Ten (10) Consultants to be engaged on contractual basis for various areas of specializations.
2.	Eligibility	Candidates retired from the post upto the level of Director (upto Level-13 as per 7th CPC) or equivalent from the Government of India, State Governments, Attached/Sub-ordinate offices of the Government of India are eligible to apply.
3.	Period of engagement	<p>The term of engagement shall ordinarily be for an initial period of one year which is extendable by one more year subject to functional requirements of the Department and in line with DoE's O.M. dated 09.12.2020.</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>
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 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. No extra remuneration or fee would be payable if work required late sitting or coming on holidays.
6.	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 9.12.2020.
7.	Remuneration	<p>(a) 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>

Sankar
21/03/2018

8.	Place of work	The Consultants selected will have place of posting at Krishi Bhawan/ Chanderlok Building, New Delhi-110 001.																		
9.	Method of selection	(a) The scrutiny of the applications and selection of consultants will be carried out by a Selection Committee in DAHD. (b) The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.																		
10.	Areas of specialization	<p>The interested candidates can apply for the following areas of specializations:-</p> <table border="1"> <thead> <tr> <th>Area of specializations</th> <th>No. of posts</th> </tr> </thead> <tbody> <tr> <td>Consultant (Estb./Reservation)</td> <td>1</td> </tr> <tr> <td>Consultant (Cash/DDO)</td> <td>1</td> </tr> <tr> <td>Consultant (Parliament)</td> <td>1</td> </tr> <tr> <td>Consultant (Dairy)</td> <td>2</td> </tr> <tr> <td>Consultant (Protocol Duty)</td> <td>2</td> </tr> <tr> <td>Consultant (OL/Hindi)</td> <td>2</td> </tr> <tr> <td>Consultant (IC Division)</td> <td>1</td> </tr> <tr> <td>Total posts =</td> <td>10</td> </tr> </tbody> </table> <p>The number of posts listed above may change depending upon the functional requirements of the Department and based on the number of applications received or candidates found suitable.</p>	Area of specializations	No. of posts	Consultant (Estb./Reservation)	1	Consultant (Cash/DDO)	1	Consultant (Parliament)	1	Consultant (Dairy)	2	Consultant (Protocol Duty)	2	Consultant (OL/Hindi)	2	Consultant (IC Division)	1	Total posts =	10
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Total posts =	10																			
11.	Desirable	<p>Preference will be given to candidates:-</p> <ul style="list-style-type: none"> Who are proficient in working independently in MS Office and other computer applications. Who have handled policy/administrative matters and related issues while in service. 																		
12.	Essential requirements for each areas of specialization	<p>Consultant (Estb./Reservation)</p> <ol style="list-style-type: none"> Rendered at-least five years' service in Level-8 or above (As per 7th CPC Pay Matrix or equivalent levels in 6th CPC). Having sound knowledge of service rules and regulations viz. recruitment, appointment, preparation of reservation rosters, fixation of Pay, upgradation under MACP, disciplinary matters, retirement issues and other related matters of establishment/administration. Must also be conversant with court cases on service matters. Ability to use Internet/ Computer System is mandatory. 																		

Pankaj
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Consultant (Cash/DDO)

At least five years' of experience of working in Cash Section or as a DDO in Central Government Ministry/Department.

Consultant (Parliament)

At least three years' of experience of working in Parliament Section or as Parliament Assistant or heading the Parliament Section of Central Government Ministry/Department.

Consultant (Dairy)

- a. B.Tech Degree in Dairy Technology with at least 5 years' experience of working in Central/ State Government handling issues related to Dairy Development.
- b. Should have retired from the post in the Central/State Government in Level-8 and above.

Consultant (Protocol Duty)

- a. Preferably have 3 years' protocol service experience under the Central/ State Governments/UTs.
- b. Shall possess excellent knowledge of Hindi as well as English languages and shall be acquainted with the functioning of the Central Government Ministries/ Departments.

Consultant (OL/Hindi)

Candidates retired from the Central Secretariat Official Language Services at Level-8 and above are required to apply.

Consultant (IC Division)

Candidates having 3 year's of experience of handling the IC division in their career or the candidates who have retired from the Ministry of External Affairs, GoI from Level-8 and above.

Sankar
21/03/2025

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