

A-43011/16/2023-Admin_1-Part(1) (E-35389)
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Animal Husbandry and Dairying
Establishment (Hqrs.)

Krishi Bhawan, New Delhi – 110 001.
Dated, the 28th August, 2025

CIRCULAR

Subject: Engagement of 02 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 02 Consultants on contractual basis. Officials retired from the post of Deputy Secretary/Director or equivalent from the Government of India, State Governments, Attached/Sub-ordinate offices of the Government of India, Scheduled Public Sector Banks under Department of Financial Services (DFS), Public sector Undertakings (PSUs), having relevant work experience are eligible to apply for the two positions of consultant.

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. This engagement does not confer any right to regular appointment in Government service. 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-A, Krishi Bhawan, New Delhi-110001**' latest by **27th September, 2025**. The applications received after the due date shall not be considered.

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

Encl: As above.


(Pankaj Kumar Sinha)

Under Secretary to the Government of India

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.

पंकज कुमार सिन्हा / PANKAJ KUMAR SINHA
अवर सचिव / Under Secretary
भारत सरकार / Government of India
मंत्रालय, पशुधन और डेयरी मंत्रालय
Ministry of Fisheries, Animal Husbandry & Dairying
Krishi Bhawan, New Delhi-110001

ADVERTISEMENT FOR THE TWO POSTs OF CONSULTANTS

1.	No. of consultants to be engaged on contractual basis	IFD/Budget Section of DAHD Headquarters, Krishi Bhawan, New Delhi - 2 no. of consultants.
2.	Eligibility	<p>a. Candidates retired from the post of Director/Deputy Secretary (Level-12 or Level-13 as per 7th CPC) or equivalent in the Government of India, State Governments and attached/sub-ordinate offices of the Government of India are eligible to apply.</p> <p>b. Retired Persons of the level equivalent to that of Deputy Secretary/Director (Level-12 & Level-13 as per 7th CPC) from scheduled Public Sector Banks or PSUs under DFS & Public sector undertakings are also eligible to apply.</p> <p>c. 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>d. Candidates should be well-conversant with the entire budget process of Government of India including Vote on Account, Re-appropriation, Final Requirement, accounts, Compilation of Budget Estimates, Revised Estimates, Surrender of Saving, Year-wise, Scheme-wise, Re-appropriation.</p> <p>e. The candidate should have a good understanding of Delegation of financial Power Rules and General Financial Rules.</p>
3.	Period of engagement	<p>(i) Short-term contract basis initially for a period of one year which may be further extended by one more year for a maximum tenure of 02 years, subject to appraisal of the performance and on need basis. In no case the contract shall be extended beyond two years from the date of initial appointment.</p> <p>(ii) The appointment will be purely on contractual basis and shall not tantamount to any kind of employment or regular service.</p> <p>(iii) The appointment is further extendable beyond one year subject to satisfactory performance and functional requirements of the Department but no later than two years in total.</p> <p>(iv) The performance of the consultants will be reviewed after every six months and their contract shall be extended or discontinued (as the case may be) depending on assessment of the performance of the candidate.</p> 

		<p>(v) The decision of the department shall be final in selection of the candidates. No right will be accrued in favour of the consultant regarding renewal of contract, absorption in service, etc.</p>
	Other terms of engagement	<p>(i) The Consultants will not be entitled for any separate monthly allowances. However, in case, the consultant is required to travel outside Delhi in the context of the work/ assignment, the Department shall arrange for travel and accommodation for the same.</p> <p>(ii) The Consultants will not be eligible for any other facilities such as residential telephone, residential accommodation, CGHS and Medical reimbursement, personal support staff, transport facilities, laptop, etc.</p> <p>(iii) The Consultant shall be entitled to leave at the rate of 1.5 days for each completed month of service, with no accumulation of leave beyond the calendar year, on a pro-rata basis. Accordingly, no remuneration shall be paid for any absence exceeding 18 days in a year (calculated on a pro-rata basis). Un-availed leave shall not be carried forward to the next calendar year. The selected consultants shall be mandatorily be required to mark their attendance in the BAS on a daily basis.</p> <p>(iv) The Consultant will be required to discharge the duties as assigned to him/her by the Department.</p> <p>(v) Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment. The Department will issue TDS Certificate(s).</p> <p>(vi) The consultant shall, in no case, work for or represent in court or before any other authority, tribunal etc. or give opinion/ advice to any person other than this Department in any matter during the period of his/ her engagement with DAHD.</p> <p>Further, in no case, the consultant shall act, or conduct anything with regard to any person or render any advice, which is adverse to the interest of DAHD.</p> <p>(vii) The contract of consultant may be terminated, after giving one month notice, in following situations:-</p> <ol style="list-style-type: none"> If the Consultant is unable to do the assigned work Quality of the assigned work is not to the satisfaction of the Department. If the consultant is absent from duty without due authorization. If the Department decides not to renew the

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		<p>contract of the consultant at the end of one year period.</p> <p>e) The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause.</p> <p>(viii) The Department reserves the right to terminate the contract without giving any explanation or whatsoever with immediate effect without any remuneration or notice period on the ground of proven misconducts.</p> <p>(ix) Termination shall be effected by written notice of 30 days served to the consultant. The termination will be without prejudice to either party's rights accrued before termination.</p> <p>(x) The Consultant is required to give 30 days' notice to the Department in case he/she opts to quit the assignment.</p> <p>(xi) Jurisdiction for legal disputes, if any arising during the period of the contract, will be in Delhi Courts only.</p> <p>(xii) The person who has worked as consultant shall not disclose the information received by him/ her during the period of such engagement to any person other than this Department at any time whether during continuance of such engagement or after its severance.</p> <p>(xiii) Further, the consultant shall not represent, advice or work for any person against the interest of this Department for 02 years from the date of termination or contract end date in the matters related to the Department.</p>
6.	Age limit	Should not be more than 62 years of age on the last date for receipt of application.
7.	Remuneration	<p>(I) <u>In case of Retired Government Employees:</u></p> <p>i. Remuneration as per guidelines laid down in Department of Expenditure's O.M No. 3- 25/2020-E.IIIA dated 09th December, 2020 i.e. Fixed monthly amount arrived at by deducting 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>ii. 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 07.07.17. The amount so fixed shall remain unchanged during the</p>

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		<p>term of appointment. However, no DA shall be allowed.</p> <p>iii. No other allowances such as HRA, residential accommodation, tuition fee reimbursement etc will be admissible.</p> <p><u>(II) In the case of Central Government retirees under NPS:</u></p> <p>i. As per DoE OM dated 18.10.2023, an amount equivalent to 30% of the last basic pay drawn at the time of retirement shall be deducted from the last basic pay, and the balance amount shall be fixed as the monthly remuneration.</p> <p>ii. In respect of all other matters contained in para 5,6,3,7,8,9 of the Department of Expenditure's O.M No. 3- 25/20 20-E.IIIA dated 09th December, 2020 shall equally apply in all such cases.</p> <p>iii. 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 07.07.17. The amount so fixed shall remain unchanged during the term of appointment. However, no DA shall be allowed.</p> <p>iv. No other allowances such as HRA, residential accommodation, tuition fee reimbursement etc will be admissible.</p> <p><u>(III) For persons retired from Scheduled Public Sector Banks/Public Sector Undertakings:</u></p> <p>i. Consolidated remuneration of Rs. 1,00,000/- (Rupees one lakh only) on monthly basis. TDS may be deducted as per rules. No other allowance or benefit shall be provided.</p> <p>ii. The remuneration shall remain unchanged for the period of engagement and no request shall be entertained to change the same during any circumstances.</p>
8.	Place of work	IFD/Budget Section of the DAHD, Headquarters, New Delhi.
9.	Method of selection	<p>(a) Selection of the Consultant will be done on the basis of personal interview/talk with the Selection Committee.</p> <p>(b) Only the short-listed candidates shall be called for the interview.</p> <p>(c) No TA or DA will be paid for attending the interview.</p> <p>(d) At the time of interview, the shortlisted candidates shall</p>

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		<p>have to produce their bio-data and certificates, in original for verification.</p> <p>(e) The decision of the Competent Authority on selection of candidates will be final and no correspondence on this subject will be entertained.</p>
12.	Attendance and working days	<p>a) The working hours of the consultants shall be same as regular Govt. employees working in the Department.</p> <p>b) No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Gazetted Holidays. Compensatory leave in such cases shall be at the discretion of the competent authority.</p>
13.	Confidentiality and secrecy	<p>During the period of assignment with DAHD, the consultants would be subject to the provisions of India Official Secret Act, 1923 and will not divulge any information gathered during the period of his/her assignment to anyone who is not authorized to know the same.</p> <p>Selected candidates shall provide integrity certificates from 2 references known to them.</p> <p>A self-undertaking shall be provided by the candidate to the effect that no criminal record or criminal case in any court is pending against him/her.</p>

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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

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	Whether retired from Central Government or PSU or PSU Bank	
3	Name of the applicant (Block Letters)	
4	Father's / Husband's name	
5	Date of birth (DOB)	
6	Nationality	
7	Permanent address	
8	Mobile & E-mail (block letters)	
9	Last post held in Government service or others, prior to retirement, along with the name of the organization (with copy of PPO to be attached/Pension received/Emoluments drawn before retirement)	
10	Pay level/Grade Pay of the last post held (along with copy of last pay drawn before retirement to be attached with application)	
11	References	
12	Additional information, if any	

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.

Place:

Date:

(Signature of applicant)