



**पशु संगरोध एवं प्रमाणीकरण सेवाएँ, चेन्नई ( दक्षिणी क्षेत्र )**  
**ANIMAL QUARANTINE AND CERTIFICATION SERVICES, CHENNAI (SR)**

भारत सरकार

GOVERNMENT OF INDIA

मत्स्य पालन, पशुपालन और डेयरी मंत्रालय

MINISTRY OF FISHERIES, ANIMAL HUSBANDRY & DAIRYING

पशुपालन और डेयरी विभाग

DEPARTMENT OF ANIMAL HUSBANDRY AND DAIRYING

OFFICE OF THE JOINT COMMISSIONER

F.No.01-32/2024/AQCS(SR)/126

REGIONAL OFFICE:

No.115, Velachery – Tambaram Main Road,  
Pallikaranai, Chennai – 600100, Tamil Nadu

Telephone: 044-22460659 / 22463070

Email: aqcssr.chennai@gov.in,  
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BRANCH OFFICE: Room No.23, Ground Floor,  
Custom House, Willingdon Island, Cochin – 682009

Dated, the 17<sup>th</sup> December, 2024

**CIRCULAR**

**Subject: - Extension of date - Engagement of one consultant on contract basis in Animal Quarantine & Certification Services (Southern Region), Chennai – Preparation of panel - reg.**

This is in continuation to this office circular No. 01-32/2024/AQCS(SR)/114 dated 26<sup>th</sup> November, 2024, the undersigned is directed to inform that the interested and eligible applicants may submit their particulars “strictly in the enclosed format (**Annexure - II**) along with CV and relevant documents” to **The Joint Commissioner, Animal Quarantine & Certification Services (SR), No.115, Velachery Main Road, Pallikaranai, Chennai, Tamil Nadu - 600100** latest by **27<sup>th</sup> December, 2024 (up to 5.00 P.M.)**. The applications may be submitted either by hand or by Speed post in order to reach this office within the stipulated time. No other means of submitting the applications will be entertained by this office.

*Dr. Dipankar Biswas*  
**(Dr. Dipankar Biswas)**  
**Joint Commissioner,**  
**AQCS, Chennai**

To,

1. All Ministries/Departments of Government of India.
2. The Director (CS Division), DoP&T, Lok Nayak Bhawan, New Delhi - with a request to post the same on DoP&T website.
3. NIC with a request to upload this circular on the website of the Department and AQCS.



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**ANIMAL QUARANTINE AND CERTIFICATION SERVICES, CHENNAI (SR)**

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Dated, the 26<sup>th</sup> November, 2024

**CIRCULAR**

**Subject: - Engagement of one consultant on contract basis in Animal Quarantine & Certification Services (Southern Region), Chennai - Preparation of panel - reg.**

The undersigned is directed to say that the Animal Quarantine & Certification Services (SR), Chennai proposes to prepare a panel of consultants for engagement on contract basis to fill up one vacancy at Upper Division Clerk (UDC) level. Persons retired from the posts of UDC or equivalent in the Government of India, State Governments, attached/Subordinate offices of the Government of India are eligible for the position of consultant in their respective spheres of specialization. The details of the post are enclosed as **Annexure-I**. The short-listed candidates will be considered for engagement as per the requirement of the Ministry.

2. Interested and eligible applicants may submit their particulars "strictly in the enclosed format (**Annexure - II**) along with CV and relevant documents" to The Joint Commissioner, Animal Quarantine & Certification Services (SR), No.115, Velachery Main Road, Pallikaranai, Chennai, Tamil Nadu - 600100 latest by **13th December, 2024 (up to 5.00 P.M.)**.

3. The engagement of consultants on contract basis will be subject to terms & conditions mentioned at **Annexure-III**.

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

**(Encl.: As Above)**

*Ami.*  
*26/11/2024*  
**(Dr. Dipankar Biswas)**  
**Joint Commissioner,**  
**AQCS, Chennai**

To,

1. All Ministries/Departments of Government of India.
2. The Director (CS Division), DoP&T, Lok Nayak Bhawan, New Delhi - with a request to post the same on DoP&T website.
3. NIC with a request to upload this circular on the website of the Department and AQCS.

## Annexure - I

### ADVERTISEMENT OF THE POST

1.	No. of consultants to be engaged on contract basis	One
2.	Period of engagement	Initially for a period of one year with effect from the date selected candidates joins duty. May further be extended on year-to-year basis, subject to functional requirements and also subject to appraisal of the performance.
3.	Age limit	Should not be more than 64 years of age on the last date for receipt of application.
4.	Remuneration And entry-level requirement	As per the guidelines of the Department of Expenditure issued vide O.M. No.3-25/2020-E.IIIA, dated 09.12.2020 and as at <b>Annexure-III</b> .
5.	Place of work	Animal Quarantine & Certification Services (SR), No.115, Velachery Main Road, Pallikaranai, Chennai – 600100, Tamil Nadu.
6.	Specialization in	Establishment and Administration including Court Matters.
7.	POSITIONS/ VACANCIES	<b>ESSENTIAL QUALIFICATION</b>
	CONSULTANT – One  (Establishment & Administration)	<ol style="list-style-type: none"><li>1. Should have retired from the post of UDC or equivalent and having at least 10 years' experience of working in Establishment and Administration and sound knowledge of service rules and regulations. Ability to use Internet/ Computer System is mandatory.</li><li>2. Should have experience in procurement of goods and services through GeM, Billing procedure in PFMS &amp; EIS, handling of e-Office procedure and coordinating to Audit etc.</li></ol>
8.	Desirable	Preference will be given to persons: <ul style="list-style-type: none"><li>• Who are proficient in working independently in MS Office and other computer applications.</li><li>• Who have handled administrative/ court matters and related issues while in service.</li></ul>

**Annexure - II**

**APPLICATION FORM FOR THE POST OF CONSULTANT ON CONTRACT BASIS IN ANIMAL QUARANTINE AND CERTIFICATION SERVICES (SR), CHENNAI**

**I. Personal Details :**

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

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

S. No.	

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

S. No.	Name of the organisation	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.

Signature with date

**TERMS AND CONDITIONS**

The Animal Quarantine & Certification Services (SR), Chennai engages consultant for providing inputs on different aspects of work in the office. This engagement is in the nature of fee-based consultancy, and does not in any way tantamount to an appointment for employment or job. The general guidelines on engagement of consultants on contract basis in the Department are as under:-

**1. Eligibility:**

- Persons retired from the post of UDC or equivalent in the Government of India, State Governments, Attached & Subordinate offices of the Government of India are eligible for the position of consultant in their respective spheres of specialization.
- Candidates should have excellent communication and interpersonal skills. Knowledge of computer applications such as MS Word, MS Excel and Power Point, etc. is essential.
- Candidates should be well conversant with Central Secretariat functions like drafting, noting, budget, accounts, office procedure, etc.
- The entry level requirement of consultants is as follows:-

Entry-Level requirement	Designation
Retired UDC or equivalent	Consultant

**2. 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 superannuation.

**3. 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 who are retired government employees. The entitlement of transport allowance will be as per DOE's OM No. 21/5/2017-E.II(B) dated 07.07.2017. However, No Dearness Allowance shall be allowed. The amount of Transport Allowance for the appointee shall be Rs.3,600/-.
- They will not be entitled to any allowance such as HRA, residential accommodation, tuition fee reimbursement.

- The engagement of consultant on contract basis will be made only in case of vacancies are not filled up on regular basis or to meet the requirement due to additional activities of defined time frame.
- 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.
- The term of all the consultants will be from 01<sup>st</sup> April till 31<sup>st</sup> March of any given financial year. For consultants engaged midway through any financial year, their initial period of engagement will be till 31<sup>st</sup> March of that financial year.
- The engagement of consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry/organization.

#### **4. Engagement Procedure:**

- The Consultant would be engaged after following due procedure, including calling for applications through advertisement.
- The engagement can also be made on nomination basis in rare circumstances with due justification and approval of Secretary (AHD) and concurrence of IFD.
- The scrutiny of applications and selection of consultant will be carried out by a Committee in the Ministry/Organizations.
- The duly constituted Selection Committee shall assess the suitability of the candidates as per the functional requirements of the Department.

The Ministry has the right to cancel advertisement issued for engagement of Consultants and not to proceed in the matter for engagement of Consultant, at any stage to accept or reject any or all applications without giving any reasons there for, whatsoever.

#### **5. Scope of Consultancy/ Responsibility:**

Matters relating to Establishment and Administration including Court cases.

#### **6. Retired Government Servants:**

The retired Govt. servant engaged as consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as consultant. The engagement as consultants shall not be considered as a case of re-employment.

#### **7. 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.

#### **8. 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 urgency.

#### **9. Tax Deduction at Source:**

The Income Tax or any other tax will be deducted at source as per rules.

**10. Confidentiality of data and documents:**

- The Consultant will maintain absolute confidentiality and secrecy of the information handled by him. The secrecy and confidentiality are to be maintained even after the termination of the engagement.
- The Intellectual Property Rights (IPR) of the data collected as well as deliverables by the Consultant produced for the Department:/organization shall remain with the Department/organization.
- No Consultant 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 assignment for the Department/organization, without the express written consent of the Department/organization.
- The Consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by the Department/organization.
- The Consultant would be required to sign a non-disclosure undertaking.

**11. Conflict of interest:**

- The Consultant appointed by the Department, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department/organization nor will he indulge in any activity outside the terms of employment/contractual assignment.
- The Consultant shall not claim any benefit/ compensation/ absorption/ regularization of service with this Ministry under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970.

**12. Termination of Agreement:**

The Ministry retains the right to terminate the contract at any time without giving any notice and also without assigning any reasons. Some of the situations under which the Ministry may terminate the contract are:-

- (i) The Consultant is unable to address the assigned work.
- (ii) Quality of the assigned work is not to the satisfaction of the Department.
- (iii) The Consultant is found lacking in honesty and integrity.
- (iv) In case of joining any regular incumbent to the post.

**13. Relaxation**

The criteria may be relaxed in exceptional cases based on justification in the interest of the government with the approval of Secretary (AHD).

**14. Interpretation Clause**

The power to interpret any of the guidelines or power to settle any dispute arising out of these guidelines shall lie with Secretary (AHD) whose decision shall be final and binding. Further, any condition not explicitly covered under these guidelines shall be put up to Secretary (AHD) for decision which shall be final and binding on the consultant.

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