

F.No.21/01/2021-CS.I (Coord.)  
Ministry of Personnel, Public Grievances & Pension  
Department of Personnel & Training  
(CS.I Division)

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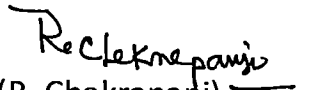
2nd Floor, A Wing,  
Lok Nayak Bhavan  
Khan Market, New Delhi.  
Dated 25<sup>th</sup> July, 2022.

**OFFICE MEMORANDUM**

**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 circulate the OM dated 06.07.2022 (along with enclosures) received from Ministry of Fisheries, Animal Husbandry and Dairying, D/o Animal Husbandry and Dairying regarding engagement of consultants on contract basis. **The last date of receipt of application is 31.07.2022.**

2. In case of any further clarification, applicants are requested to contact the concerned Ministry/Department which has advertised the circular.

  
(R. Chakrapani)

Under Secretary to the Govt. of India  
Tel.No.24629412

To :

All Ministries/ Departments (through DOPT's website)

2434671/A/DS(CS-B)  
11/7/2022

**No. A-12026/01/2021-Admn.I (E.18780)**  
**Ministry of Fisheries, Animal Husbandry and Dairying**  
**Department of Animal Husbandry and Dairying**  
**Establishment (Hqrs.)**

Krishi Bhawan, New Delhi  
Date: 6<sup>th</sup> July, 2022

**OFFICE MEMORANDUM**

**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 contract basis. Persons retired from the post of Section Officer/Under Secretary/Deputy Secretary/Director or equivalent in the Government of India, State Governments, Attached/Sub-ordinate offices of the Government of India are eligible for the position of Consultants in their respective spheres of specialization. The details of the posts are enclosed as **Annexure-I**. The short-listed candidates will be considered for engagement as per functional 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 Establishment (Hqrs.) Section, Department of Animal Husbandry and Dairying, Room No. 435-A, Krishi Bhawan, New Delhi-110001 latest by **31<sup>st</sup> July, 2022**.

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

**Encls: As above.**

(Madhusudanan V.K.) 6/7/22  
Under Secretary to the Government of India  
Tele: 011 - 23382779

To,

- i. All Ministries/Departments of Government of India.
- ii. Director (CS division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi - with a request to upload the same on DOPT's website.
- iii. NIC with a request to upload this circular on the website of this Department.

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**ADVERTISEMENT OF THE POST**

1	No. of consultants to be engaged on contract basis	As per requirement
2	Period of engagement	Initially for a period of one year from the date of joining the assignment, which may be further 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.
5	Place of work	Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry and Dairying, Krishi Bhawan, and Chandralok Building, Janpath, New Delhi.
6	Specialization	<ul style="list-style-type: none"><li>• Administration/ Establishment matters.</li><li>• Budget/ Finance/ Cash</li><li>• Reservation</li><li>• Parliament work</li><li>• Protocol duties</li></ul>
7	Position for retired Central/State Government Employees	<b>Essential Requirements</b>
	Consultant (Establishment/ Administration)	<ul style="list-style-type: none"><li>• Bachelor Degree in any discipline from recognized University.</li><li>• Rendered at-least five years' service in Level-8 or above (As per 7th CPC Pay Matrix or equivalent levels in 6th CPC)</li><li>• Having sound knowledge of service rules and regulations viz. recruitment, appointment, 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 matter.</li><li>• Ability to use Internet/ Computer System is mandatory.</li></ul>

Consultant (Budget/ Finance)	At least five years' experience of working in Budget/Finance Division having exposure in handling process of budget formulation, Union Budget information system including uploading of information on portal, preparation of detailed demand for grants, monitoring of trend of expenditure, Re-appropriation, RE/BE preparation etc.
Consultant (Cash)	At least five years' experience of working in Cash Section including as DDO.
Consultant (Reservation)	At least five years' experience in handling reservation matters.
Consultant (Dairy)	B.Tech Degree in Dairy Technology with at least 5 years' experience of working in Central/ State Government handling issues related to Dairy Development. Should have retired from the post in the Central/State Government in Level-8 and above.
Consultant (Protocol Officers)	Must have a degree from a recognized university or equivalent. Preferably have 3 years' protocol service experience under the Central/ State Governments/ UTs. Shall possess excellent knowledge of Hindi as well as English languages and shall be acquainted with the functioning of the Central Government Ministries/ Department
<b>Desirable</b>	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 policy/ administrative matters and related issues while in service.</li> </ul>

**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.

Signature with date

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