

No. 21/1/2023-CS.I(Coord)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
(CS.I Division)

2nd Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi

Dated: 13<sup>th</sup> January, 2025

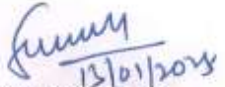
**Office Memorandum**

**Subject: Engagement of retired Govt. Employees as consultant in D/o Agriculture & Farmers' Welfare.**

Reference is invited to the Circular No. 34-04/2024-O&M/PG (FTS 149866) dated 09.01.2025 received from D/o of Agriculture & Farmers' Welfare on the above mentioned subject. **The applications may be sent to D/o Agriculture & Farmers' Welfare within 21 days from the issuance of Circular dated 09.01.2025.**

2. In case of any further clarification, applicants are requested to contact the concerned Ministry/Department directly.

Encls: As above

  
13/01/2025  
(Sunil Kumar)

Under Secretary to the Government of India

To,

The Retired CSS Officers  
(Through DoPT's Website)

No 34-04/2024-O&M/PG (FTS 149866)  
Government of India  
Ministry of Agriculture & Farmers Welfare  
Department of Agriculture & Farmers Welfare

Krishi Bhawan, New Delhi  
Dated the 09.01.2025

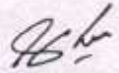
**CIRCULAR**

**Subject:-** Inviting application from Central Government Officers retired at the level of Deputy Secretary/Director or equivalent post for engagement as consultant on contract basis in Department of Agriculture & Farmers Welfare - regarding

Department of Agriculture & Farmers Welfare invites applications from Officers retired from Central Government Ministries/Departments at the level of Deputy Secretary/Director or equivalent post for engagement as Consultant on contract basis, initially for a period of one (1) year from the date of engagement, which may be extended further by another six month/one year, subject to the requirement and satisfactory performance of the consultant. The details of the position are as given below:-

S. No.	Description	
1.	Name of Post	Consultant (Retired as Deputy Secretary /Director or equivalent level)
2.	Total number of Positions	01 (One)
3.	Period of engagement	The period of engagement will be initially for one year from the date of initial engagement or until further orders, whichever is earlier.
4.	Job Location	Ministry of Agriculture & Farmers Welfare, Department of Agriculture & Farmers Welfare, O&M/PG & RTI Sections Krishi Bhawan, New Delhi
5.	Education Qualification	Graduation degree or equivalent from a recognized University or Institute.
6.	Age eligibility	Candidate should not be more than 62 years of age as on the closing date of receipt of application.
7.	Eligibility criteria	Brief description of duties, Terms and Conditions for engagement, eligibility criteria etc. are enclosed at Annexure -I
8.	How to apply	The application in the prescribed format enclosed at Annexure -2 (Complete in all respects) along with self-attested copies of requisite documents viz. copies of PPO, Last Pay Certificate, Reliving Order on superannuation and other relevant documents may be sent within 21 days from the date of issue of this notice at the following address  The Section Officer, OM&PG Section, Department of Agriculture & Farmers Welfare, R. No.. 439-D, Krishi Bhawan, New Delhi-110001  A copy of the application may be forwarded through email also at <a href="mailto:ompg-agri@nic.in">ompg-agri@nic.in</a>
9.	Date of interview /interaction	To be communicated later

Encl: As above.

  
(Sunil Kumar)

Under Secretary to the Government of India

To

1. The retired Central government Officers (Through DoPT's website)
2. The retired Central government Officers (through DA&FW's website).



**ELIGIBILITY CRITERIA, JOB DESCRIPTION AND TERMS & CONDITIONS FOR ENGAGEMENT AS CONSULTANT:-**

Eligibility Criteria	Job Profile
Officers below the age of 62 years, retired as Deputy Secretary/Director or equivalent post in Central Government, Ministry/Department.	<p>Responsibility associated to handling and processing Public Grievances/Appeals received online/offline via CPGRAMS portal and in physical form. Analysis of quality of disposal, coordination with the internal divisions and also with the State Government on related issues, effective categorization, Root cause Analysis of Public Grievances to identify the area of concern. Processing of all correspondence and coordination on the matters related to O&amp;M/PG/RTI Division. Examination and analysing the RTI Application/Appeals/CIC Notices etc. and forwarding and transferring to the concerned CPIOs/AAs in DA&amp;FW and other public authorities. Conducting of third party Audit of DA&amp;FW and its Subordinate/Attached Offices, Autonomous Bodies, PSU etc. as per CIC's Guidelines. Handling the work relating to Special Campaign as per the guidelines and directions of DARPG. Having good working experience on Computer, able to work in MS Word, Excel &amp; Power Point, email, experience in Secretariat Matters, RTI, Court cases, Grievance Redressal, working in e-office and any other work assigned by the competent Authority.</p> <p>Preference will be given to the persons having awareness about the functioning of Department of Agriculture and Farmers Welfare and having awareness about various schemes / programmes relating to Agriculture sector.</p>

**TERMS AND CONDITIONS (T&C) FOR ENGAGEMENT OF CONSULTANT WITH O&M/PG/RTI DIVISION, DA&FW.**

**1. GENERAL CONDITIONS-**

The engagement of consultant will be governed by the guidelines laid down by the Department of Expenditure OM No. 3-25/2020-E-III A dated December 9, 2020 which are summarized below :-

- I. The applicants should have retired from a Central Government Ministry/Department as Deputy Secretary or Director or equivalent level and must be having experience in the area of Public Grievances, RTI matters and Organization & Methods (O&M) related matters.
- II. The engagement of Consultant would be of a purely temporary nature against the task assigned. The engagement can be cancelled at any time by the Department of agriculture & Farmers Welfare without assigning any reason.
- III. The engagement of consultant would be on full time basis and he would not be permitted to take up any other assignment during the period of Consultancy with other Office.
- IV. The consultant shall sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.
- V. The consultant shall have to work as per the working hours of Central Government Ministry/Department as prescribed (i.e 9.00AM to 5.30 PM). However, depending on the exigency of work he/she may be required to come early or sit late to complete the time bound work or attend office on Holiday. No extra remuneration or fee would be payable if work requires late sitting or coming on Holidays.
- VI. Consultant will be required to mark his/her attendance in Biometric Attendance System (BAS).
- VII. Only the basic working facilities/infrastructure will be provided to the consultant.
- VIII. No accommodation/HRA will be admissible to consultants.
- IX. No Telephone/internet facility at residence etc. shall be provided.
- X. The Consultant shall not publish or disclose to any third party any data, statistics or procedures or information gathered in the course of this assignment.



- XI. The engagement of consultant is purely on temporary basis and he/she will not be entitled for any compensation relating to loss, damage, or any injury suffered by the individual arising out of execution of his/her official duty.
- XII. The Consultant may terminate the contract by giving one month's prior written notice.

## **2. ENGAGEMENT REQUIRED CONDITIONS**

**TECHNICAL & SECRETARIAT WORK:-** The Consultant will be responsible for resolving technical issues, including effective categorisation of inflow of PG's, data analytics and root cause analysis of grievances and way to resolve them including undertake review of categorization periodically to ensure their relevance and effectiveness for citizen in filling of Grievances. They will also be expected to demonstrate analytical and problem-solving skills, as well as taking on any other responsibilities that may be required. The work would include Secretarial work related to work assigned along with technical work and any other allied responsibilities that may be required. The Consultant would be required to work independently and will not be provided any separate secretariat support staff.

## **3. EMOLUMENTS /SERVICE CONDITIONS**

### **REMUNATATION:**

- I. A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement.
- II. The amount of remuneration so fixed shall remain unchanged for the term of the contract.
- III. There will be no annual increment / percentage increase during the contract period.

### **TA/DA :-**

- I. An appropriate and fixed amount as Transport Allowance for commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement.
- II. The amount so fixed shall remain unchanged during the term of engagement. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

### **LEAVE:-**

- I. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service.
- II. Accumulation of leave beyond a calendar year may not be allowed.

### **TERM OF APPOINTMENT:-**

- I. The term of appointment shall ordinarily be for **an initial period not exceeding one year which is extendable by another one year.**
- II. 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, with the approval of competent authority, provided it shall not be extended beyond 5 years after superannuation.
- III. The retired government servant engaged as Consultant shall continue to draw their existing pension and Dearness Relief on pension during the period of his/her engagement as Consultant.
- IV. The engagement as consultant shall not be considered as a case of re-employment.

### **TAX DEDUCTION AT SOURCE:**

- I. The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificate/s.



- II. Service Tax, as applicable shall be payable extra, at the prevalent rates.

**4. RIGHTS OF THE DEPARTMENT:**

The Department has the right to revise, modify, cancel advertisement, and not to proceed in the matter for engagement of consultant, at any stage, accept or reject any or all applications, without giving any explanation, whatsoever.

**5. TERMINATION OF AGREEMENT:**

The Department may terminate a contract to which these Terms apply if:

- I. The Consultant is unable to address the assigned works.
- II. Quality of the assigned works is not to the satisfaction of the Department.
- III. The Consultant fails in timely achievement of the milestones as finally decided by the Department.
- IV. The Consultant is found lacking in honesty and integrity.
- V. The Department reserves the right to terminate the contract, without assigning any reason.
- VI. The consultant shall hand over their identity/passport(s) and all office equipment, etc. to the department and submit a No Demand Certificate on completion of their tenure/ termination of contract.

**6. SELECTION PROCEDURE:-**

- I. The consultant would be engage after; following due procedure i.e. calling for applications vide circular/advertisement etc.
- II. The scrutiny of applications and selection of consultant will be carried out by the internal committee in Ministry/Department constituted for the purpose.

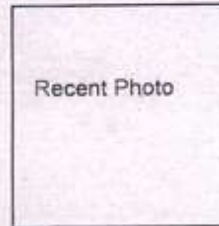
**8. RELAXATION:-**

In exceptional cases of highly specialized requirements, Secretary (DA&FW) may relax any or all the conditions enumerated above.

.....

**APPLICATION FOR ENGAGEMENT AS CONSULTANT (RETIRED) IN THE MINISTRY OF  
AGRICULTURE AND FARMERS WELFARE, KRISHI BHAWAN, NEW DELHI.**

1. Name
2. Father's/Spouse Name
3. Date of Birth
4. Gender
5. Mailing address
6. Mobile number
7. Email address
8. Educational Qualification:
8. Details of employment (From latest)



S.NO.	Ministry/Deptt	Period		Post held	Details of work Experience	Remarks

9. Date of Retirement with copy of PPO:
10. Last Pay Drawn (as per 7th CPC)
11. Please attach copies of APARs for the last five years:
12. Any other relevant information:

**DECLARATION**

I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete OR ineligibility being detected at any time before OR after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Department of Agriculture & Farmers Welfare. I have read the vacancy circular and ready to accept all the terms and conditions for engagement of Consultant (Retd.)

Place

Date

Signature

(Full Name of the Applicant)