

No. FICC/CE/88/2022
Government of India
Ministry of Chemicals & Fertilizers
Department of Fertilizers
Fertilizer Industry Coordination Committee

8th Floor, Sewa Bhawan, R.K. Puram,
New Delhi, Dated 27th December, 2024

VACANCY CIRCULAR

Subject: Engagement of Qualified Chartered Accountants (CA) / Cost and Management Accountants (CMA) as Consultant/Young Professionals in Fertilizer Industry Coordination Committee (FICC) under the Department of Fertilizers (Ministry of Chemicals & Fertilizers) - Regarding.

Applications are invited from eligible Indian Citizens for hiring of Young Professionals having qualifications as Qualified Chartered Accountants (CA) / Cost and Management Accountants (CMA) for attending to specific and time bound assignments in Fertilizer Industry Coordination Committee. The requisite qualifications and terms & conditions will be as follows:

1. ESSENTIAL QUALIFICATIONS:

- Must be a qualified Chartered Accountant / Cost and Management Accountant.
- Possessing at least one year of experience post passing their final examination.
- Age not exceeding 40 years, as on last date for submission of application.

Note: Young Professionals having excellent communication and interpersonal skills with a flair for in-depth handling work will have an added advantage.

2. TENURE OF APPOINTMENT:

The initial engagement for a person as Young Professional would be for a minimum period of 01 (One) year. Thereafter, the engagement would be reviewed and further engagement would not exceed one year at a time. The appointment will be purely on temporary basis and shall not confer any right for regular appointment in FICC. The engagement will be liable to be terminated at any time in case performance is not found up to the mark after giving one month's notice.

In case the engaged person intends to resign, minimum one month's prior notice should be given, failing which the salary for number of days worked in a calendar month will not be paid.

3. **RENUMERATION:**

Young Professionals will be paid a consolidated remuneration of Rs. 70,000/- (fixed) per month. The Income Tax or any Tax liable to be deducted as per the prevailing law/rules will be deducted at source before effecting the payment. The remuneration fixed will remain unchanged for the entire tenure of appointment and extension and no request for revision of remuneration shall be entertained.

4. **TA/DA:**

- No TA/DA shall be admissible for joining the assignment or on its completion.
- No TA/DA shall be payable for attending the interviews/selection process.

5. **OTHER ALLOWANCE:**

No other facilities such as D.A., accommodation, residential phone/conveyance/ transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible to the Young Professionals.

6. **ATTENDANCE & WORKING DAYS:**

The assignment as Young Professional will be on full time basis and accordingly the Young Professional shall not be allowed to practice of his/her profession or take any other assignment during this period. No extra remuneration shall be allowed for working beyond office hours or on Saturday/ Sunday/ Gazetted holidays. Compensatory leave in such cases shall be at the discretion of the competent authority of the concerned Division.

7. **PLACE OF POSTING:**

The place of posting will be at New Delhi. The Young Professional will work under the guidance and supervision of officers of FICC.

8. **LEAVE:**

Young Professionals shall be entitled to 8 days leave in a calendar year of engagement as Young Professional. The leave accrue to them on completed month basis calculated from their date of joining on pro rata basis. Young Professional will not be entitled for remuneration in case of absence beyond 8 days in a year. Also, un-availed leave in a calendar year shall not be carried forward to next calendar year. The intervening Saturday, Sunday or Gazetted holidays during a spell of leave shall not be counted against the 8 leaves.

9. DUTIES AND FUNCTIONS:

The engaged person shall be required to assist in the following:

- I. Computation of subsidy as per the guidelines for units manufacturing urea/P&K on quarterly and annual basis.
- II. Data compilation regarding workings/elements of concession rate of all urea/P&K units and also verification of data submitted by urea/P&K manufacturing units.
- III. Data management such as compilation and comparison of subsidies to the fertilizer units
- IV. Preparation of various MIS Reports for policy matter.

- V. Examination of monthly Gas Pool data of all urea/P&K units with Contract/ Agreement and Invoices. Work relating to Gas Pool mechanism.
- VI. Reasonability analysis of NBS cost data of P&K units.
- VII. Any other work as assigned by senior officers in respect of costing, pricing data interpretation.

10. SERVICE CONDITIONS:

- I. The Young Professional shall not, except with the previous sanction of the FICC in the bona fide discharge of his duties, publish a book or a compilation of articles or participate in radio/T.V. broadcast or represent any private entity in legal or commercial matters or contribute an article or write a letter to any newspaper or periodical, either in his own name or anonymously or pseudonymously by in the name of any other person, if such book, article, broadcast, uses any information that he may gather as part of this YP assignment.
- II. A clear allocation of work shall be provided to the YP by the Division head and a monthly summary report of work (one page) may be sent by each YP to the Reporting Officer/Bureau Head.
- III. Official (government) e-mail id and access to internet system may be provided to YPs with the approval of the competent authority of the Division concerned. This will be done in consultation with National Informatics Centre (NIC), keeping in view the sensitivity and confidentiality of the documents being handled by the Division and the nature of job of the YPs.

11. CONFIDENTIALITY AND SECRECY:

- i. During the period of assignment with the FICC, the YP would be subject to the provisions of the Indian Official Secrets Act, 1923 and will not divulge any information gathered by him during the period of his assignment to anyone who is not authorized to know the same.

- ii. Selected candidates shall provide integrity certificates from 2 references known to them.
- iii. A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court pending against him/her.

12. TERMINATION OF SERVICES AND REQUIREMENT OF NOTICE:

- i. The assignment is purely on contractual basis and will not confer any right for permanent absorption or appointment on regular basis in the FICC.
- ii. In case a YP wishes to resign from his/her position, he/she shall furnish at least one month's notice period or salary in lieu thereof. Secretary(Fertilizers) may waive of the condition for notice period/ salary in lieu thereof, in deserving cases.
- iii. FICC shall have the powers to terminate any or all the Young Professionals at any time without assigning any reason, with the approval of the Secretary(Fertilizers).
- iv. Absence from duty for a continuous period of 8 days, without any approval/information or any valid reason shall lead to automatic termination of contractual engagement.

13. PERFORMANCE APPRAISAL:

- I. **Performance Report:** Performance Appraisal of the Young Professionals would be undertaken through Performance Report (PR) in the formal prescribed at **Annexure-I**. In order to bring objectivity, assessment would be done by the Reporting Officer of the Division and countersigned by the Head of the Division. The Division shall forward the PR to the Admin. Division within one month prior to completion of term for each year. Thereafter, the PR will be communicated by Admin. Division to the concerned Committee for appraisal and recommendations.
- II. **Performance Appraisal Committee:** A Performance Appraisal Committee chaired by an officer not below the rank of Joint Secretary with one member from the Division where the YP is posted will appraise the work and performance of the YP every year and will make recommendation for further continuation/extension or otherwise. The Committee may devise its own procedures based on Performance appraisal of the YPs.

14. Interested and eligible qualified Chartered Accountant / Cost and Management Accountant may please submit their candidature for the post in the enclosed application form to Joint Director(Admn.), FICC, Sewa Bhawan, New Delhi on the following Email IDs: manojkumar1616@nic.in, manmohan.singh25@nic.in by **31st January, 2025.**


27 Dec. 2024
(MANOJ KUMAR)
Joint Director (Admn.)
Tele: 011- 2610 6817

To:

1. All Ministries/ Department of the Government of India. It is requested that the vacancy may please be given wide publicity amongst all their Subordinate and Attached offices and recognized Institutes under their administrative control.
2. The Institute of Chartered Accountants of India, ICAI Bhawan, Indraprastha Marg, Post Box No. 7100, New Delhi - 110 002. It is requested that the vacancy may please be given wide publicity by placing the advertisement on their websites.
3. The Institute of Cost Accountants of India, CMA Bhawan, 3, Lodhi Rd, Gokalpuri, Institutional Area, Lodi Colony, New Delhi - 110 003. It is requested that the vacancy may please be given wide publicity by placing the advertisement on their websites.
4. US(Estt./IT), DoF with the request to upload the advertisement on the website (<https://www.fert.nic.in/>).

Fertilizer Industry Coordination Committee Department of Fertilizer 8th floor, Sewa Bhawan, Rama Krishna Puram sector-1, New Delhi, Delhi 110066	Paste Self-attested Recent passport size photograph
APPLICATION FOR THE POST OF CONSULTANT (YP) (Last date for receipt of applications is 31-01-2025)	

All fields are mandatory. Please read the detailed advertisement posted on websites of the The Institute of Chartered Accountants of India / The Institute of Cost Accountants of India prior to filling up the form.

1.	Name (IN BLOCK LETTERS)	
2.	Gender	
3.	Father's Name	
4.	Mother's Name	
5.	Spouse Name (if married)	
6.	Date of Birth & Age as on 31-01-2025	Yrs. Mths.
7.	State of Domicile and Nationality	
8(a)	Email id	

All correspondences to the candidates will be made via e-mail on the e-mail id provided by the candidate in the application. No other method of communication will be adopted.

8(b)	Contact/Current Residential Address	Permanent Address
	_____	_____
	_____	_____
	_____	_____
	Pin Code..... Phone No (with STD Code): Mobile No:	Pin Code..... Phone No (withSTDCode): Mobile No:

9. EDUCATIONAL QUALIFICATION: (Academic and Professional - from SSL onwards)

Name of Qualification with specialization wherever applicable	Institution/ University/ Board	Nature of the Course (Full Time/ Part Time/Correspondence)	Duration of the Course	Subject (s)	Class/ Division	Month & Year of Passing	Maximum Marks	Marks Obtained	% of Marks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

(Note: Please give full & complete information. Use separate sheets, if required)

10. Details of Training undergone in the last 5 years:

Name of Program	Institution/Organisation	Duration of the Training	
		From (dd/mm/yy)	To (dd/mm/yy)
(1)	(2)	(3)	(4)

(use separate sheets, if required)

11. Professional Experience as a Trainee (if applicable)
(chronological order): (use separate sheets, if required)

Sl. No	Designation	Name of the Organisation	Central Govt/ PSU/ Private	Date of Joining as Trainee		Pay Scale	Gross Pay	Reasons for Leaving
				From (d d/mm/yy)	To (dd/mm/yy)			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

(Note: Please give complete details for the experience profile like Date, Month & Year. Use separate sheets if required)

12. Professional Experience from the first job onwards to current Job [excluding the period of Training]
(chronological order): (use separate sheets, if required)

Sl. No	Designation	Name of the Organisation	Central Govt/ PSU/ Private	Date of Joining		PayScale	Gross Pay	Reasons for Leaving
				From (dd/mm/yy)	To (dd/mm/yy)			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Note: (i) Candidates are required to carefully indicate details at Sl.No.11&12 only as per the Documentary Proof available with them. The same are subject to scrutiny/ verification at a later stage of

selection.

13. No. of years of Post Professional Qualification Experience you possess:
____ Years ____ months (as on 31-01-2025)

14. Present Annual Salary _____

15. If selected, how soon can you join? _____

16. Pen picture details (To be *typed in* about 300 words on a separate sheet and enclosed to the application with your name legibly written on the top of the paper)

- a. Detailed Picture of the current position held.
- b. Pen picture of Professional experience, achievements & significant contribution in the field.

I hereby declare that the above statements are true and complete to the best of my knowledge and belief. I understand that in the event the information is found to be false or incorrect, my candidature/appointment may be considered as terminated without any notice.

Place:

Date:

Signature of the Candidate

Note: The candidate is required to fill up all the columns. In the event of failure to enclose/fill up the aforesaid details (including details sought at sl. No.16 above) the application form will be summarily rejected.