

F. No. A-12011/07/2025-Estt.
Government of India
Ministry of Chemicals & Fertilizers
Department of Fertilizers

Shastri Bhawan, New Delhi
Dated the 4th Sept., 2025

VACANCY CIRCULAR

Subject: Engagement of a Young Professional on contract basis in Movement Division in the Department of Fertilizers – reg.

Applications are invited from the eligible candidates for filling up of one position of Young Professional in the Department of Fertilizers, Shastri Bhawan, New Delhi on contract basis. The details regarding the period of engagement, educational qualifications, experience, age, nature of duties, etc. in respect of the position are as under :-

S. No	Description	
1	Qualification	The candidate must possess a B.E./B.Tech degree in Electrical & Electronics Engineering (EEE) or Electronics & Communication Engineering (ECE) or Information Technology (IT).
2	Experience	<ul style="list-style-type: none">i. The candidate must have at least four years of work experience in the fertilizer sector.ii. Preference will be given to those with prior experience in the fertilizer sector under the Central Government or State Government. In addition, the candidate should have excellent communication and interpersonal skills, with a strong aptitude for handling work in a comprehensive and detail-oriented manner.
3	Age	Not more than 40 years.
4	Duties and Functions	<ul style="list-style-type: none">i. Prepare and analyze fertilizer MIS reports on fertilizer availability to support data driven decision-making.ii. Analyzing & monitoring fertilizer Requirements, Receipts, Availability, DBT Sales, and Closing Stock nationwide.iii. Oversee fertilizer production and imports, and preparing scenarios for timely and adequate supplies to various States/UTsiv. Filing work regarding Import of Urea on Government Account through designated STEs.v. Draft responses and supplementary materials for both Starred and Un-starred parliamentary questions related to fertilizer management.vi. Prepare detailed briefs, PPTs, Minutes of the Meeting (MOM) and background notes on matters pertaining to the division.

		vii. Assistance in preparation of Monthly Supply plan to the States. viii. Analyzing & forecasting fertilizer sales trends and monitoring the fertilizer loading from plants and ports across the country. ix. Coordination with Ports, State agricultural departments and fertilizer companies to monitor efficient fertilizer movement to States. x. Perform additional tasks as assigned by higher authorities from time to time.
5	Remuneration	Rs. 60,000/month (Rupees Sixty Thousand per month)
6	Tenure	One Year
7	Number of Vacancies	01

2. The engagement of Young Professional will be governed as per the guidelines for engagement of Young Professionals in Department of Fertilizers issued vide No.A-12011/01/2019-Estt. dated 30.07.2019 (copy enclosed).

3. The above position will be on a purely temporary basis and for a period of one year. The Competent Authority also reserves the right to terminate the appointment at any time without assigning any reason/notice.

4. Applications from eligible candidates for the aforesaid position are invited in the enclosed Application Form. The application should reach the following address through speed post within 30 days from the date of issue of this vacancy circular:-

**The Under Secretary (Establishment),
Room No. 205 D, 2nd Floor, Shastri Bhawan,
New Delhi – 110001.**

5. Duly filled application form along with relevant documents may also be sent via e-mail on e-mail ID : usestt.dof@gov.in, followed by a hard copy.

6. Application received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated and called for personal interaction / interview.

7. Department of Fertilizers reserves the right to reject any application without assigning any reason.

Encl.- As above.

Digitally signed by
MANISH KUMAR CHOURASIYA
Date: 04-09-2025 10:49:59

(Manish Kumar Chourasiya)
Under Secretary to the Govt. of India
Tel No.: 011-23387492

Copy to:-

- i. NIC for uploading the Circular on the website of the Department of Fertilizers.
- ii. PPS to AS (AM)

APPLICATION FORM

1. Name in full (in Block letters):

2. Father' s/Husband ' s Name:

3. Permanent Address:

4. Address for correspondence:

5. Phone /Mobile No. and E-mail:

6. (a) Date of Birth Date: Month: Year :

(Self attested copy of age proof to be attached)

(b) Age as on 1st August, 2025: Year Months Days

7. Nationality:

8. (a) Educational Qualifications:

Name of the Institution/ Board/University	Year of Passing	Subjects studied	Division / % of marks obtained

(Attach the supportive documents)

Contd...2/-

Paste the
recent
Passport size
photograph

(b) Professional/Technical / additional Qualifications :

Name of the Institution/ Board/University	Year of Passing	Subjects studied	Division/% of marks obtained

(Attach the supportive documents)

(c) Work Experience in the relevant fields:

Name & address of Employer	Period of service From To		Designation of post & scale Of pay	Total length of service	Nature of work & level of responsibilities

(Attach the supportive documents)

Note: A brief write-up to be given at the end indicating the relevance of past experience to the Post applied for)

9. Languages known with proficiency:

10. Whether presently in any job, If yes, name of the organization:

11. Any other information relevant:

Declaration & Certificate

I hereby declare and certify that all the statements made in this application are true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process. Further, I understand that this position is purely temporary on contract basis, if it is found after my appointment at the Centre that the particulars furnished by me are incorrect or suppressed, my services are liable to be terminated without any notice.

Place.....

Date.....

Signature of the Candidate.....

Name.....