

**Vacancy Circular**

Subject: Engagement of Consultant on contract basis in the Department of Fertilizers-regarding.

Applications are invited for engagement of one Consultant on contract basis from the retired Government employees of CSSS cadre. The short listed candidates will be considered for engagement as per the requirement of the Department. The details of position, eligibility criteria, age limit, etc. are as under:

1.	Number of Consultant to be engaged	01
2.	Period of Engagement	Initially for 1 year.
3.	Age Limit	Not more than 62 years (Maximum age of 62 years will be counted as on closing date of the Application)
4.	Level of the post from which retired	PA/PS/PPS/Sr.PPS/PSO or equivalent
5.	Consolidated monthly remuneration	Total monthly consolidated fee/remuneration and the pension drawn shall not be more than the last pay drawn (Subject to maximum Rs. 80,000/-).
6.	Place of work	Office of Secretary (F), Department of Fertilizers, Shastri Bhawan, New Delhi-110001.

2. The engagement of the consultant on contract basis will be subject to the guidelines/terms of reference of this Department's No. A.12011/3/2016-Estt. dated 29<sup>th</sup> July, 2019 and CVC's Circular No. 07/05/21 dated 03.06.2021.

3. Applications from eligible candidates for the aforesaid position are invited in the enclosed application format (Application Form). The application should reach the following address latest by 06.08.2021:

**The Under Secretary (Establishment),  
Room No. 205 D, 2<sup>nd</sup> Floor, Shastri Bhawan,  
New Delhi-110001.**

4. Duly filled in application form along with relevant documents may be sent via email ([tilak.raj26@nic.in](mailto:tilak.raj26@nic.in)) followed by a hard copy.

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

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

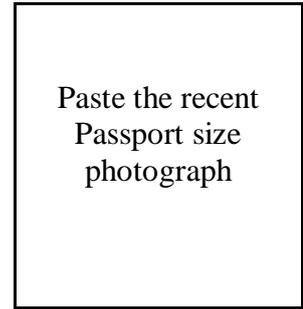
  
(Tilak Raj)

Under Secretary to the Govt. of India  
Tel No.: 011-23387492

To

1. All Ministries/Departments of Government of India
2. Department of Fertilizers' Website.
3. E-Office Notice Board.

**Application for the engagement of Consultant**



1. Name in full (in Block letters):
2. Father' s/Husband ' s Name:
3. Permanent Address:
4. Address for correspondence:
5. Phone No./(Mob.) & Email ID:
6. (a) Date of Birth :  
(b) Date of superannuation :  
(The officers who are retiring in the month of July, 2021 can also apply)
7. Last post held at the time of retirement:
8. Name and Address of last Office from which retired:
9. PPO Number (Attach the copy of PPO):
10. Last pay drawn at the time of retirement (attach the Last Pay Certificate):
11. Brief particulars of experience in Govt. Service (last 10 years) (attach a separate sheet, if required):

Ministry/ Department	Period of service		Post held & scale of pay/pay level	Nature of work & level of responsibilities
	From	To		

12. Additional relevant information, if any, in support of your suitability for the said engagement (attached a separate sheet, if required):

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I, further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of the consultant.

Place:

Date:

**Signature of Applicant**

No.A.12011/3/2016-Estt.  
Government of India  
Department of Fertilizers

Shastri Bhawan, New Delhi-110001.

Dated : 29<sup>th</sup> July, 2019.

**Subject: Guidelines for Engagement of Consultant in the Department of Fertilizers.**

**Introduction:-** This Department's main objective is to meet the requirements of Fertilizers in the Country. These objectives are achieved by managing the production, import and distribution of Fertilizers in the country through govt., cooperative and private sector. Making the country self-reliant in production of fertilizers along with increasing the consumption of fertilizers in the country to make India self-reliant in the production of food grains is the mission of the Department.

After expansion of the Department, the Department is in need of special consultants for better functioning and to achieve its objectives. The Department of Fertilizers as per its requirement, hereby frames under rule the under mentioned guidelines/policy for engaging Consultants having details of experience required, scope of work/job responsibility and other terms & conditions: -

**2. Justification for engaging Consultants:-**

Engagement of consultants should be done purely on contract basis and specific period only in rare cases where expert/professional services are required and such expertise is not available in the Department or in case where posts at various level are fallen vacant for any reasons viz, transfer/deputation/superannuation/resignation etc. and no immediate replacement is provided against that vacant post by DoP&T or concerned cadre. Following considerations should be kept in mind while hiring consultants: -

- a) The absence/shortage of requisite expertise in the Department,
- b) The need for economy and efficiency.
- c) The need to have highly qualified experts for providing specific services.

**2.2 Every proposal for engaging a consultant shall invariably mention the following:-**

- a) Whether the proposed engagement is against a vacant post or for a specific work/project
- b) The estimated time period for engaging the consultant.
- c) The expertise/skills and knowledge in the relevant field possessed by the person who is being recommended for engagement.

**2.3** Under no circumstances, whatsoever, the number of Consultants engaged against vacant posts shall not exceed the number of such vacant posts.

**2.4** It must be ensured that funds for payment of their remuneration are available under the relevant head of account/project.

**2.5** While engaging retired Govt. employees, the total monthly consolidated fee and the pension drawn by consultant shall not be more than the last pay drawn by him calculated at the current rate of D.A.

O/c  
Issued  
29/07/2019

### 3. Procedure for selection:

3.1 Engagement of Consultants shall be done by inviting applications on the website of Department of Fertilizers only, in the manner as follows:

(a) A circular/advertisement shall be uploaded on the website/notice board of the Department inviting applications from willing/eligible persons for engagement as Consultants in the enclosed prescribed format. The closing date for submission of applications should be at least 10 (ten) days from the date of issue of the circular.

(b) **Source of consultants:** The consultants can be engaged through following routes/sources:

i. **Consultant by nomination:** If the consultant is to be appointed by nomination in view of his/her academic or professional degree and or working experience in the field/subject for a particular job, the concerned Division should submit its full justification for engaging that particular person for evaluation of the Selection Committee. *In this case, there is no necessity to issue any circular/advertisement seeking applications.*

ii. **Consultants from retired Govt. Employees:** If the work for which consultants are required, is general secretariat/administrative in nature or under a project or continuation of previous work of importance, consultants from retired Govt. employees may be appointed with the recommendation of Screening-cum-Selection Committee.

(c) A **Screening-cum-Selection Committee** shall be constituted by the Department for selection of Consultants. The Committee shall consist of at least three members as under:

- i. Joint Secretary (Admn.) Chairman
- ii. Director/DS of the concerned branch where consultant is required.
- iii. Director/DS (Finance Division)
- iv. Under Secretary (Admn.) Member Secretary

(d) The Committee shall first shortlist the applications on the basis of the criteria decided by it. Thereafter, the Committee may hold a personal interaction with the shortlisted candidates, if required. All the members of the Committee will separately assign the marks to interviewed Consultants. Those securing highest marks shall be recommended by the Committee for engagement. In case of stalemate, the decision of the Chairman of the Committee shall be final. Criteria for shortlisting could be experience in the relevant field, depth of relevant knowledge, qualification, etc.

3.2 After selection of suitable candidate(s) for appointment as Consultant and obtaining necessary approvals of Competent Authority i.e. **Secretary (Fertilizers)**, an offer letter shall be issued to successful candidate(s) clearly indicating the terms and conditions of engagement.

3.3 The Consultant shall be allowed to join after his/her submission of an undertaking towards acceptance of the terms and conditions as mentioned in the offer letter.

#### 4. Eligibility Criteria

##### 4.1 Age-Limit

Normally, the maximum age limit for all categories of Consultants will be 65 years. However, engagement beyond 65 years and upto 70 years may be resorted to in deserving cases with the approval of Secretary(Fertilizers) keeping in view his/ her good health & level of expertise.

##### 4.2 Experience & Qualification:

1. For works of general secretariat/administrative nature or under a project or continuation of previous work of importance, the consultant should be a Retired Employees of Central Government/State Government/ PSU/ Autonomous Body having considerable experience of functioning in the subjects/fields relevant to the job for which consultancy is required. He/she should have effective communication and interpersonal skills with a strong flair for in-depth examination relating to Policy Matters/ Administration/ Finance/ Any other Requisite Field.
2. For individual consultants or engagement of consultants by nomination, the qualification and experience shall be relevant to the demands of the job and as per the justification given by the concerned Division.

#### 5. Terms & Conditions

**5.1 Payment:-** The Payment would be made on monthly basis as per monthly remuneration fixed at the time of engagement subject to restriction of the fee as per BAS records.

**5.2 Attendance:-**The consultants are directed to register themselves on AEBAS & regularly mark their attendance in the system. In the event of any technical glitch in the system, attendance may be marked in the Register maintained in the Estt. Section.

**5.3 Office Time and Working Hours:-**Working hours shall be from 9:00 AM to 5:30 PM during working days including half an hour lunch break in between. The consultant may be called on Saturday/Sunday/other Gazetted holidays, if required, and the same shall be adjusted/ dealt with by Compensatory leave.

**5.4 Leave:-** Consultants shall be eligible for 08 days' leave in a calendar year on pro-rata basis. No remuneration for the period of absence on excess of the admissible leave will be paid to Consultants. Un-availed leave shall neither be carried forward to next year nor encashed.

**5.5 Tax Deduction at Source (TDS):-** TDS as admissible shall be deducted from the monthly remuneration of Consultants. A TDS certificate shall be issued by the concerned DDO on demand.

**5.6** The retired government employee engaged as Consultant shall continue to draw pension thereon during the period of his engagement as Consultant.

**5.7** The engagement as Consultant shall not be considered as a case of re-employment.

**5.8** No Consultant shall be allowed to join without first submitting an undertaking towards acceptance of the terms and conditions as mentioned in the offer letter.

## 6. PERIOD OF ENGAGEMENT

6.1 The initial engagement of a person as Consultant will be for the period as given in the Terms of Reference (ToR) or one year, whichever is less. After expiry of initial term, engagement may be extended based on requirement of Department and performance of Consultant (s) concerned, with the concurrence of IFD and approval of Secretary (Fert), for a maximum period of one year or he/she attains 65 years.

6.2 The appointment of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy in the Department of Fertilizers.

6.3 The engagement of Consultants can be terminated by the Department/ office at any time without assigning any reason thereof. However, Consultant will have to give one month advance notice or remuneration in lieu thereof before resigning from the engagement.

6.4 The services of consultant may be utilized as per requirement & need of the Department, in Delhi or outside Delhi, if so required.

## 7. CONFIDENTIALITY OF DATA AND DOCUMENTS

7.1 The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Ministry / organization shall remain with the Department /organization

7.2 No one 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 his assignment or during the course of assignment for the Department/ Organization, without the express written consent of the Department/ Organization.

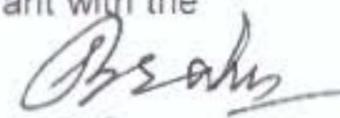
7.3 The consultant shall be bound to hand – over the entire set of records of assignment to the Department at the expiry of the contract, and before the final payment is released by the Department/ organization.

## 8. CONFLICT OF INTEREST

The Consultant appointment by the Department/ organization, shall in no case represent or give opinion or advice to any individual/ organization in any matter which is adverse to the interest of the Department/ organization nor will he indulge in any activity outside the terms of the contractual assignment. The Consultant will not be entitled for any other compensation or absorption/ regularization of service with this Department.

## 9. REVIEW OF GUIDELINES

These instructions may be reviewed as and when the circumstances so warrant with the approval of the competent authority.



(P. B. Sahu)

Under Secretary to the Govt. of India  
Phone No 23387492

To

All Officers of Department of Fertilizers

106264/2021/Estt



सत्यमेव जयते

Telegraphic Address :  
"SATARKTA: New Delhi

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Website  
www.cvc.nic.in

EPABX  
24600200

फैक्स/Fax : 24651186



केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लैक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi 110023

सं./No.....21-VGL-024.

दिनांक / Dated.....03.06.2021

Circular No. 07/05/21

**Subject:- Procedure for offering/accepting post retirement contractual employments/assignment or consultancy etc.- reg.**

It has been observed that sometimes, government organisations, in order to meet their functional requirement, use the expertise of retired government officials by hiring them on contractual basis, in the capacity of advisor/consultant etc. There is no defined procedure for seeking vigilance inputs before engaging retired government officials from the organisations where such retired officials were employed on full time basis, prior to their retirement.

2. Central Vigilance Commission has observed that the absence of a uniform defined procedure for obtaining vigilance clearance, before engaging retired officials by government organisations, sometimes lead to a situation where officials with tainted past or having cases pending against them are engaged by the government organisations. Such a situation not only leads to unnecessary complaints/allegations of favouritism, but is also against the tenets of fairness and probity which is the basic principle governing the functioning of government organisations.

3. The Commission has therefore decided to formulate a defined procedure before engaging a retired government official on contractual/consultancy basis by government organisations. The procedure to be adopted would include the following steps:-

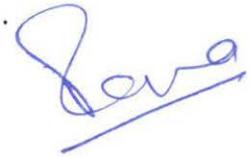
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- (i) In respect of retired officers belonging to All India Services, Group 'A' officers of Central Govt. or their equivalent in other organizations owned or controlled by Central Govt., before offering employment to them on contractual/consultancy basis, vigilance clearance from the employer organisation, from which the Govt. Officer had retired, should be necessarily obtained.
- (ii) In case a retired officer had served in more than one organisation, vigilance clearance should be obtained from all organisations where the retired officer had served during a period of 10 years prior to his retirement.
- (iii) A communication seeking vigilance clearance may also be sent to Central Vigilance Commission, simultaneously.
- (iv) In case, no reply is received from the erstwhile employer(s) within 15 days of sending communication by Speed Post to them, a reminder may be sent to them for expediting vigilance clearance. However, in case no reply is received from the erstwhile employer within 21 days of sending initial communication to them, it may be considered as 'deemed vigilance clearance' for the person concerned. Later on, if it is found that the ex-employee was involved in any vigilance related matter or was not clear from vigilance point of view, the erstwhile employer organization would be responsible for all consequential actions.
- (v) The retired Govt. officer is to be considered for post retirement engagement only on receipt of vigilance clearance/vigilance inputs, subject to the conditions as given in sub para (i) to (iv) above.
- (vi) All communications regarding vigilance clearance should be sent by Registered Post/Speed Post, followed by emails on official mail ID of the organisation concerned.
- (vii) The procedure for engaging retired government officers should be transparent with equal opportunity to all those, who are willing to offer their services. The post to be filled up on contractual/consultancy basis should at least be advertised on the website of the organisation concerned at appropriate place and should be available in public domain.

4. Further, it has been observed that on some occasions, immediately after their retirement from government organisations, retired officials are taking up full time job/contractual assignments in private sector organisations. Quite often, cooling off period, as prescribed under the rules of organisations concerned, is not observed before taking up such offers. Post retirement acceptance of offer by retired government officials without observing cooling off period, constitutes a serious misconduct on their part.

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5. All government organisations may, therefore, formulate appropriate rules/guidelines for its employees to ensure that post retirement, cooling off period is mandatorily observed by them before accepting any offer from private sector entities. The rules/guidelines should incorporate procedure for seeking/obtaining permission before accepting offer from private sector entities during cooling off period if not in existence. The applicable service/conduct rules should also be revised/modified to ensure that, if required, appropriate action can also be initiated in case of violation of such rules by retired employees.
6. The above instructions may be noted for strict compliance.



**(Rajiv Verma)**  
Officer on Special Duty

To

- (i) The Secretaries of all Ministries/Departments of GoI
- (ii) All Chief Executives of CPSUs/Public Sector Banks/Public Sector Insurance Companies/Autonomous Bodies etc.
- (iii) All CVOs of Ministries/Departments of GoI/CPSUs/Public Sector Banks/Public Sector Insurance Companies/Autonomous Bodies etc.
- (iv) Website of CVC