

**No.15-13/2022-IC(TC)-FTS-116899**  
**Government of India**  
**Ministry of Agriculture & Farmers Welfare**  
**Department of Agriculture & Farmers Welfare**  
**International Cooperation Division**

\*\*\*\*\*

Krishi Bhawan, New Delhi – 110001

Dated, 24<sup>th</sup> December, 2024


**Subject: Engagement of one Consultant in the International Cooperation Division of Department of Agriculture and Farmers Welfare (DA&FW)- reg.**

The mandate of International Cooperation Division is to foster mutually beneficial partnerships with other countries of the world in a multilateral as well as bilateral format. Department of Agriculture & Farmers Welfare (DA&FW) is the Nodal contact point in Government of India for G20, Food & Agriculture Organization (FAO) and World Food Programme (WFP) of the United Nations. Bilateral Agreement, Memorandum of Understanding (MoU), Protocols and Work plans with the countries of strategic interest are signed and implemented for furthering cooperation in the field of agriculture and allied sectors in coordination with the Ministry of External Affairs and other concerned Ministries and Departments. DA&FW also handles work pertaining to cooperation with various multilateral organizations in the field of agriculture and allied sectors.

2. IC Division, DA&FW seeks to provide a unique opportunity to the Consultant of exposure to handle International Cooperation – both bilateral and multilateral. The Department seeks to engage persons with a passion for enhancing knowledge and become expert in the field of International Cooperation. The Department seeks to provide an opportunity to gain experience of working with various multilateral bodies such as G20, BRICS, IBSA, FAO, WFP, Shanghai Cooperation Organization (SCO), etc. The highly selective activity requires candidates to demonstrate proven academic credentials, professional achievements and leadership qualities. Those who are interested may apply in response to this circular in the format which is enclosed at **Annexure- II**.

**1. Eligibility:**

- i. **Mandatory qualifications:** Masters Degree in International Relations / Agriculture / MBA / Economics or equivalent. Candidates should have proficiency in handling computer (MS Office suite, including Excel, PowerPoint etc).



- ii. **Desirable qualifications:** MPhil / PhD or additional qualifications, research experience, published papers and post qualification experience in the relevant field as prescribed in the job description below.

**2. Work Experience:**

- i. Minimum of 5 years of experience in research institutions / consultancy firms / international institutions.
- ii. The broad work experience will be based on the functional areas assigned to the Department of Agriculture and Farmers Welfare.
- iii. Preference will be given to persons with work experience in the relevant field.

**3. Terms of References (ToRs):**

Detailed ToRs are attached at **Annex-III**.

4. **Age limit:** Candidates should not exceed 35 years on the last date of submission of application.
5. **Remuneration:** An all-inclusive amount of Rs. 1,20,000 per month will be paid to the Consultant. In case the contract is for more than one year, the remuneration may be reviewed after completion of one year on annual basis. The enhancement in remuneration will be based on their performance during the year after recommendation of Committee constituted for selecting the candidate, as per the following criteria:-

<b>Performance</b>	<b>Enhancement in remuneration</b>
Performed only routine / assigned work	Nil
Consultant who has made significant contribution in their domain and have shown exceptional quality in providing the desired output as expected by higher authorities on the assigned / specific task	Upto 5% of the remuneration
In exceptional cases, where the Consultant has demonstrated exemplary performance in their domain and have made significant contribution in policy making and their articles have been published in reputed	Upto 10% of the remuneration



journals / magazines / newspapers or has authored books etc.	
--	--

6. **Place of Posting:** The place of posting will be at Krishi Bhawan, New Delhi.
7. **Period of engagement:** Period of engagement will be initially for a period of 1 year. (The period of engagement is extendable by 6 months or one year depending on the performance. In case a person leaves before completion of one year, she / he will not get any work experience certificate).
8. **Leave:** The Consultant will be eligible for 08 days leave during the period of one year, on pro-rata basis subject to the prior written approval of the controlling officer. Unavailed leave(s) cannot be carried forward to the next year. Further, leave up to one month can be considered without remuneration with the prior approval of controlling officer. However, in exceptional cases like need for professional development, training etc. this condition may be relaxed with the approval of Secretary (A&FW), subject to official exigencies.
9. **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities such as DA, accommodation, reimbursement for phone/conveyance/transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible to the Consultant. The Consultant may be required to travel to any place in India. While on tour, TA/DA will be admissible to the Consultant as to Assistance Section Officer (Level 7) of the Central Government.
10. **Working hours:**
  - Working Hours shall normally be from 9.00 AM to 5.30 PM (8.30 Hours) during working days including half an hour lunch break in between. However, in exigencies of work, the Consultant may be required to sit late and may be called on Saturday / Sunday and other holidays also. Such late shift or working on close holidays in exigencies will not attract any additional remuneration.
  - Attendance will be monitored through AADHAAR Enabled Biometric Attendance System (AEBAS).
11. **Number of Consultants:** DA&FW intends to recruit **one (01)** Consultant.
12. **Maternity benefits:** Woman Consultant will be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by Ministry of Labour & Employment vide letter No. S-36017/0302015-ss-I dated 12th April, 2017.
13. **Procedure for Selection:** All the applications received in response to the vacancies advertised in the advertisement circular of this Department will be





scrutinized and shortlisted for selecting an eligible candidate for engagement as Consultant by the Screening Committee of DA&FW. The composition of the Screening Committee is as given below:

- i. Joint Secretary (IC) - Chairperson
- ii. Director (Establishment) - Member
- iii. Director (IC) - Member

The shortlisted candidates have to appear before the Screening Committee for an interview as per the earmarked date intimated by this Department. Based on the recommendations of the Screening Committee after scrutiny and interview, a panel of 04 candidates in order of merit will be drawn. Topmost candidate of final merit list commensurate with the actual / exact number of posts will be given offer of appointment to join the post. The panel would be valid for a period of one year. In case the selected candidate does not accept the offer of appointment, the next candidate in the panel will be offered the appointment against the said vacant post. If the post(s) remain(s) vacant even after extending the offer of appointment to the candidates available on the panel, the same selection procedure shall be followed for formation of another panel from the applications received after the cut off / last date against the advertisement. No reference to the IFD shall be required for case to case engagement of Consultant(s) or formation of new panel unless there is a deviation / relaxation sought in respect of the guidelines.

14. **Conflict of Interest:** The Consultant appointed by the Department shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department. The professional shall be expected to follow the general rules and regulations laid down by the Government for the employees. The appointed Consultant will display utmost honesty, secrecy of office, punctuality and sincerity while discharging her / his / their duties. In case the services of the Consultant are not found satisfactory or found in conflict with the interest of the Government functioning, her / his / their duties are liable to be terminated/discontinued without assigning reasons whatsoever.
15. **Termination notice:** Department shall reserve the right to cancel the appointment at any time without providing any reasons in the interest of service. However, in the normal course, one month's notice will be given to the Consultant. The Consultant can also seek termination of contract by giving one month's advance notice in writing to DA&FW.
16. **Ownership of Material and Confidentiality:** Any study, report or other material, graphic, software or otherwise, prepared by the Consultant for DA&FW during contractual engagement shall belong to and remain the property of the DA&FW. The Consultant may retain a copy of such documents and software. The Consultant shall not, during the term of her / his / their contract / engagement with DA&FW and within two years after its expiration, disclose any information relating



to the services, this contract or the client's business or operations without the prior written consent of the client / DA&FW.

17. Other terms and conditions **including last date for application & email** are attached at **Annexure- I**.

18. These guidelines have been prepared as per the recommendations of general guidelines of the Department issued vide OM No.A-12034/3/2022-E-II dated 20.10.2022 and in consultation with the Integrated Finance Division, DA&FW vide File No. 15-13/2022-TC (116899) dated 24.12.2024.



**(Murlidhar Mishra)**

**Under Secretary to the Government of India**


**Tel- 011-23387848**

**Email – mm.natwar@nic.in**

## Annexure-I

Terms and conditions of the engagement are as under:

1. The engagement will be purely on contract basis. They will not be entitled for any claim or right for continuing in their assignment or regular appointment to this assignment / post or any other post in the Department of Agriculture & Farmers Welfare (DA&FW) / Government of India.
2. The Consultant will not be entitled to any benefits like PF, pension, gratuity, medical allowances, House Rent Allowance, City Compensatory Allowance, Dearness Allowance, Transport Allowance or any other allowance etc.
3. They will not be entitled to any TA or joining time for joining the assignment.
4. They will not be entitled to accommodation and facilities such as regular transport/ telephone connection or any other allowance.
5. They will be subject to provisions of the Indian Official Secrets Act, 1923. Any information gathered during the period of engagement shall not be divulged to anyone who is not authorized to have the same.
6. Engagement will be on fulltime basis and during the tenure of engagement, no Consultant will take up an assignment in any other government or private organization.
7. In case of deficiency in service or commitment to the assigned tasks at any stage during the course of the contractual tenure, the service of the Consultant would be liable to be terminated by DA&FW.
8. The Consultant shall not take any other full or part time remunerative or other engagement or employment without prior written permission of DA&FW.
9. In case you have applied for job in any other institution and its outcome is awaited, you would share the details of the same with DA&FW before taking up the assignment.
10. The Consultant shall adhere to the code of conduct of DA&FW relating to official discipline and decorum, attendance, presence beyond working hours and during weekends or holidays in exigencies of work.
11. The consolidated remuneration notified to the Consultant in appointment letter or offer would remain unchanged during the course of contractual tenure.
12. Interested and eligible candidates may forward their detailed resume, including details of educational qualifications and past experience and self-attested copies of documents in support of essential / desired qualifications to **Shri Pankaj Singh, Under Secretary (IC), Department of Agriculture and Farmers Welfare, Room No. 478, Krishi Bhawan, New Delhi-110001 on or before 27.01.2025**. The interested candidates may also send soft copy of the application / documents on the email-id: **pankaj.singh@gov.in**.





**Annexure-II**

**Format of Application**

Name	
Name of Father / Guardian	
Date of Birth and age (with supporting DoB certificate/AADHAR card/PAN Card etc.)	
Present Address	
Educational Qualifications (with self-attested supporting certificates)	
Work Experience (along with details of Organization, post held , period and duties performed)	
Computer skills (Please list the softwares you are proficient in)	
Contact details (like e-mail, mobile no.)	
Any other relevant information	



### Annexure-III

#### **Scope of Work/Terms of Reference(ToRs)**

- a. The Consultant will be required to provide high quality inputs on domestic as well as international work related to international events related to G20 / BRICS / SCO / IBSA etc. This would require demonstration of proven academic credentials, professional achievements and leadership qualities on the part of aspirants.
- b. The Consultant will be responsible for obtaining authentic update of agricultural developments not only in our country but also foreign countries through reliable sources such as official websites as well as reputed newspapers, journals, and various reputed organizations etc.
- c. The Consultant will be required to process and properly analyze information vis-a-vis strength / weaknesses and identify and recommend opportunities for collaboration which can benefit agriculture and allied activities in our country.
- d. The Consultant is expected to properly analyze and examine the various draft declarations and other documents like issue notes etc. received from time to time from the G20 Secretariat, compare between declarations and provide inputs to seniors, thus facilitating in the decision making.
- e. The Consultant will be required to provide inputs for bilateral meetings, prepare well-researched background material for MEA, PMO, and Indian delegations taking part in bilateral and multilateral conferences.
- f. The Consultant will be responsible for preparation of folders for various meetings, processing of receipts and submission of proposals, preparation of drafts and notes relating to Secretariat work, coordination with other ministries etc.
- g. The Consultant will be responsible for Event Management related work like seminars and workshops, coordination of related activities like arrangement for meetings, seminars, coordination for logistics, registration of officers on portals, etc.
- h. In addition to the above, other works may be assigned by the controlling officer / higher officials to the Consultant which are under the scope of the International Cooperation Division, DA&FW.

