

No. A-42013/8/2023-ADMINISTRATION
Ministry of Food Processing Industries
Government of India

Panchsheel Bhawan
August Kranti Marg
New Delhi -110049

Dated: 26 .09.2023

Circular

Subject: Advertisement for engagement of Consultant (01) on short-term contract basis in MoFPI for the event of World Food India-2023 to be held from 03rd to 05th November 2023 – reg.

The undersigned is directed to circulate herewith a copy of advertisement inviting applications from retired Government officers/ officials at DS/Director level for their engagement as Consultant in the Ministry of Food Processing Industries on short-term contract basis: -

2. The details including eligibility criteria, selection modalities etc. are enclosed and the same is also available on the Department's Website [<https://www.mofpi.gov.in>]. The Ministry of Food Processing Industries reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.
3. Application form for Consultant on contract basis is also enclosed herewith. The last date of receipt of applications is 10th October, 2023. Applications received after due date will not be considered.

Encls: As above.

Mateen
26.09-23
(**Mateen Ahmad**)

Under Secretary to the Government of India
Telephone: 26406527
E-Mail: mateen.ahmad@gov.in

To

All Ministries/ Departments of the Government of India – with request to give wide publicity to all the eligible officers.

Copy to:

1. NIC, MoFPI – with the request to upload the advertisement on the respective websites of MoFPI.
2. Under Secretary (CS.I), Department of Personnel & Training, Lok Nayak Bhawan, New Delhi - with the request to direct the concerned to upload the advertisement on DoPT's website.

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Advertisement for Engagement of Consultant

Applications in the prescribed format (as per Annexure) are invited from eligible candidates for engagement as Consultant in the Ministry of Food Processing Industries, Panchsheel Bhawan, August Kranti Marg, Khel Gaon, New Delhi-110049 on short-term contract basis as per details given below: -

1.	Name/ Number of Posts	Consultant (01) equivalent to the Deputy Secretary/ Director post
2.	Scope of work	To assist the Division head handling the work related to Work Food India 2023
3.	Period of Consultancy	For six months for preparedness of World Food India and post event residual work. The consultancy period may be extended at the discretion of the Competent Authority subject to functional requirement, performance appraisal, fitness of individual etc.
4.	Job Location	Ministry of Food Processing Industries Panchsheel Bhawan, August Kranti Marg Khel Gaon, New Delhi-110049
5.	Eligibility Criteria & Experience	Retired Central Government Officers at the level of Deputy Secretary/ Director and having experience in dealing with Expo/ Fair/ Exhibition in Agriculture/ Food Processing Sector.
6.	Age limit	Candidate should not be more than 62 years of age as on the last date of receipt of applications. The maximum period of Consultancy shall be for three years or upto the age of 65 years.
7.	Remuneration	A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement i.e. fee equivalent to "last pay drawn minus pension". The amount of remuneration will be fixed and remain unchanged for the term of the contract.

		There will be no annual increment/ percentage increase during the contract period.
8.	HRA	No HRA shall be admissible.
9.	Transport Allowance	An appropriate and fixed amount as Transport Allowance for the purpose of 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.
10.	Leave of absence	Consultant will be eligible for 1.5 days leave for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed. Also, un-availed leave in a year cannot be carried forward to next calendar year.
11.	Term of Appointment	<p>The candidate selected will be engaged purely on contractual basis initially for a period of six months and will not confer any right for regular appointment in the Ministry including any allowance such as DA, transport facility, residential accommodation, residential telephone facilities, etc.</p> <p>Further, extension on half yearly basis will be considered based on the work performance & need for the specific post and with the approval of the Competent Authority.</p> <p>The engagement of the contractual position can be terminated or dispensed with by the Competent Authority at any time without assigning any reason and without serving any prior notice thereof.</p> <p>The Consultant shall be required to maintain decorum, discipline as expected of a regular Central Government employee.</p> <p>The Consultant shall be required to observe the normal office timings between 9.00 am to 5.30 pm during working days including half an hour lunch break in between. However, in exigencies of work, he may be required to sit late beyond working hours and may be called on Saturday/Sunday or any other holiday, and other Gazetted holidays. No extra remuneration will be paid for extra hours/holidays.</p>

		<p>He shall mark his attendance in AEBAS/ Attendance Register mandatorily or on any applicable mode, failing which, it may result in deduction of remuneration.</p> <p>The Income Tax or any other tax liable to be deducted, as per the prevalent rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificate/s. Service Tax, as applicable shall be payable extra, at the prevalent rates.</p> <p>No other allowances will be payable.</p> <p>The remuneration would be worked out by applying the following formula:</p> $\frac{\text{No. of working days on which officer has attended office} \times \text{Fee}}{\text{No. of working days in the month}}$
12.	How to Apply	<p>Interested eligible applicants may submit their applications in the prescribed format (complete in all respects) at Annexure along with the requisite documents, i.e Copy of the PPO, Last Pay Certificate and Bank Details, Copy of Aadhaar Card & PAN Card to the following address:</p> <p>The Deputy Secretary (Admn.) Ministry of Food Processing Industries Panchsheel Bhawan, August Kranti Marg Khel Gaon, New Delhi-110049 E-mail: ajay.kr69@nic.in</p> <p>Last date for receipt of applications is 10th October 2023.</p> <p>Applications received after due date will not be considered.</p>
13.	Selection Procedure	<p>Ministry of Food Processing Industries, through a Selection Committee, will scrutinize the applications and short list the candidates based on merits. The short-listed candidates will be called for interview for selection by the Selection Committee.</p> <p>The decision of the competent authority on selection of candidates will be final and no</p>

		correspondence on this subject will be entertained.
14.	General Conditions	<p>The selected consultant will be governed by the Official Secrets Act, 1923, as amended from time-to-time and will not disclose to any unauthorized person(s) any information/data that may come to his notice during the period of his engagement as "Consultant" in this Ministry. All such documents will be the property of the Government.</p> <p>Further, attention is drawn to Central Vigilance Commission's circular no. 01.01.2017 dated 23.01.2017 and circular no. 08.06.2011 dated 24.06.2011 regarding engagement of consultants. He will be completely accountable for any advice or any service rendered by him during his engagement in this Ministry in view of norms of ethical business and professionalism.</p>

2. This issues with the approval of the Competent Authority.

Yours faithfully,

Encl.: As above.


 (Mateen Ahmad)
 Under Secretary
 Telephone: 26406533

Application for the post of Consultant on contract basis in the Ministry of Food Processing Industries, Government of India, New Delhi

A. Post applied for :

B.

1) Name in full (in Block letters) :

2) Father's/ Husband's name :

3) Nationality :

4) Sex :

6) Date of Birth :

7) Age as on date :

8) Present/ Correspondence address :

Mobile:

E-mail:

8) Permanent address :

9) a) Whether SC/ST/OBC :

b) Whether Physically handicapped? :

10) Educational qualifications:

Exams passed	Name of the University	Year of passing	Subjects	Division	Percentage of marks obtained

11) Experience details of all previous and present employment:

Name of the Employer	Name of the Post	Last Pay Drawn	Period		Nature of duties (in brief)
			From	To	

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 Ministry of Food Processing Industries.

Signature
(Full name of the applicant)

Place:

Date: