

No.A-12011/1/2022-Estt.
Govt. of India
Ministry of Chemicals & Fertilizers
Department of Fertilizers
Estt. Section

Shastri Bhavan, New Delhi
Dated the 7th August, 2024

VACANCY CIRCULAR

Subject: Appointment of Social Media Executive (Young Professional) on contract basis in the Department of Fertilizers.

Applications are invited from the eligible Indian citizens for filling up of one post of Social Media Executive (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 post are as under:

S. No	Description	<u>Social Media Executive</u>
1	Qualification	Bachelor in Mass Communication and/or Journalism (Higher education may be given priority)
2	Experience	i. Worked as Social Media Professional or in Social Media Field in any prestigious organization. ii. Overall Work Experience of minimum 5 years with experience in creative writing/social media management of at least one year.
3	Age	Not more than 40 years.
4	Nature of duties	i. The social media executive will manage all social media handles of Department of Fertilizers ii. He/She would generate, edit, publish, and share engaging content on the social media platforms on daily basis (e.g., text, infographics, videos, and news feeds etc.) iii. He/She would design and implement social media strategy to align with Department's goals, objectives and amplify the social media posts based on target audience iv. He/She should stay up to date with current technologies and trends in social media, design tools and applications v. He/She should be able to proofread and edit the contents to produce quality contents/ social media posts as per the requirement of the Department. vi. He/She should be able to monitor the social media handles, track, and report insights (traffic, engagement, shares, conversion rates, etc.) to the Department vii. Promotion of social media accounts of DoF like increasing the followers of twitter/X accounts, Facebook page etc. viii. With the constant need of the social media 24X7, SME used to work and update social media platforms 24*7, if required. ix. Any other responsibilities for this role assigned as necessary/appropriate

Ymt
28-8-24

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 No.A-12011/01/2019-Estt. dated 30.07.2019 (copy enclosed).

3. The above positions will be on purely temporary basis and for the 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 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.

Manish
7.8.24

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

Copy to:-

NIC for uploading the Circular on the website of the Department of Fertilizers.

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, 2024: 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.....

(48)

No.A.12011/01/2019-Estt.
Government of India
Department of Fertilizers

Shastri Bhawan, New Delhi
Dated the 30th July, 2019

ORDER

Subject: Guidelines for engagement of Young Professionals in the Department of Fertilizers.

With the increase in the workload of the Department of Fertilizers (DoF) after implementation of DBT in fertilizer subsidy, extension of Marketing Development Assistance for marketing of City Compost and creation of an innovation cell and a fertilizer monitoring cell, the Department of Fertilizers is in need of Young Professionals. The engagement of professionals in this Department shall henceforth be regulated as per the following procedure and guidelines:

I. General Conditions for Engaging Young Professionals:

1. Young Professionals (YP) would be engaged for a fixed period for providing high quality services or for attending to specific and time- bound jobs of user Divisions. YP would not be engaged for routine day to day work.
2. The appointment of YPs would be on full-time basis and they would not be permitted to take up any other assignment during the period of consultancy with the DOF. The appointment of a YP is of a temporary (non-official) nature and the appointment can be cancelled at any time without assigning any reason.

II Qualifications and experience:

The qualifications and experience of YPs shall be as per the requirements of the job/tasks to be performed in the user Division but the minimum qualification should not be less than graduation. While submitting proposals for providing of the services of YPs, the user division with the approval of its divisional head (Joint Secretary), shall specify the essential & desirable qualifications and experience with full justification to the Establishment Section.

**In all the positions, persons with additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.*

III. Age

Age of the YPs recruited should not be more than 40 years.

IV. Procedure:

1. Each Division desiring to hire YPs shall submit their requirement to the Establishment Division indicating clear Terms of Reference (ToR) (Annexure-I) and scope of work for each YP along with the number of YPs required and also a certificate by Division Head to the effect that in-house expertise for the said jobs/tasks is not available with the Division and the YPs proposed are not required for routine work. In the scope of work/ToR, each Division shall clearly indicate the specific assignment/ time bound jobs, terms of reference for the work and outputs in the format prescribed in the Annexure. The details should be within the frame work of provisions contained in GFR 2017, Manual of Policies & Procedure

O/c
Issued
07/08/2019



2. The Establishment Division will get approval of competent authority, i.e., Secretary (Fertilizers) with regard to the number of YPs to be engaged and their proposed remuneration based on eligibility qualifications before inviting applications. Thereafter, applications shall be invited for the required YPs by placing the advertisement on website of the Department giving 30 days' time for submission of applications. A short advertisement in a leading English and Hindi newspaper, **if required** keeping in view the number of posts and specific job requirement, will also be issued whereby applicants will be advised to look for the details on Department's website.
3. Only mode of communication between candidates and Department shall be via e-mail. Applications not mentioning e-mail id shall be rejected.
4. Consent to offer of engagement shall be given within 15 days of the email.
5. A maximum of 30 days shall be given for joining from the date of emailing offer of engagement letter. However, in exceptional cases, JS (Admn.) in consultation with concerned Division may allow extension of joining period beyond 30 days.
6. Selection of YP on nomination basis will be considered only in cases of exceptional/ emergent situations as per the Provisions of Rule 194 of GFR 2017 and relevant provisions of manuals indicated above.

IV. Selection Committee and selection process:

1. Data of all the applications received shall be collated in tabular forms by the Establishment Division. Scrutiny of applications w.r.t eligibility criteria mentioned in para above will be done by the Establishment Division.
2. A Shortlisting Committee consisting of Director (Admn.), Director/DS of the concerned Division and US (Estt.) will shortlist upto 3 times the applications for each position. The shortlisted candidates will be given score/ marks for essential qualification (20), experience (20), desirable qualification & experience (20) and for possessing higher qualifications (10%) and higher experience (10) leaving 20 marks for performance in the interview to be conducted by the Selection Committee consisting of following:
 - i. Joint Secretary (Admn.) Chairman
 - ii. Joint Secretary level officer of concerned Division Member
 - iii. An expert for each type of expertise/work to be nominated with the approval of the Secretary (Fertilizers).
3. The Selection Committee based on the performance of the candidates in the interview will award marks upto a maximum of 20.
4. The Establishment Division, thereafter, shall compile the score obtained by candidate in the interview and at the time of shortlisting and will draw the final merit list. This will be the basis for final selection of the applicant candidate(s).
5. The list of shortlisted candidates and criteria adopted shall be posted on the Department's website



- (50)
6. The approval of the Competent Authority {Secretary (Fertilizers)} will be taken on the final merit list and also for offering appointment to candidates in the order of merit from the list. The Establishment Division will also form a panel of wait listed candidates, who can be considered for appointment in the event of non-acceptance of offer of appointment by any candidate.
 7. Competent Authority shall have the right to reject/select any candidate for the reasons to be recorded in writing.
 8. Minimum time of 07 days shall be given to the candidates to appear for interviews.

V. Tenure of Appointment & Promotion:

1. The maximum continuous tenure of a YP would be 3 years. Extension of one year beyond the initial period of appointment would be subject to further requirement and performance of the professional in the Division concerned for which the concerned Division will submit a proposal one month prior to the expiry of the tenure to the Establishment Division, for seeking approval of the Secretary (Fert.).
2. A contract needs to be signed between the YP and DoF after the appointment. Fresh contract will have to be signed for further continuation/extension. While considering continuation / extension, performance appraisal shall be invariably taken into consideration and fresh assessment of requirement beyond one year on the basis of scope of work and ToR will be carried out.

VI. Remuneration:

The remuneration of Young Professionals will be fixed by the Establishment Division in accordance with para-IV(2) above. Remuneration for Young Professionals shall be commensurate with the qualification, experience and desirable/additional qualifications relevant to the proposed job, which should not exceed the maximum limit of Rs.1.00 lakh/month. The remuneration fixed will remain unchanged for the entire tenure of appointment and extension and no request for revision of remuneration shall be entertained.

VII. TA/DA:

1. No TA/DA shall be admissible for joining the assignment.
2. No TA/DA shall be payable for attending the interviews

VIII. Other Allowances:

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



IX. **Attendance & Working days:**

- i. The working hours of the professionals shall be the same as of the regular Government employees working in DoF. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sundays/ Gazetted holidays. Compensatory leave in such cases shall be at the discretion of the JS of the concerned Division.
- ii. The attendance shall be marked in the Biometric system by the YPs.

X. **Leave:**

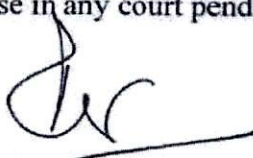
1. Consultants shall be eligible for 8 days leave in a single year of consultancy.
2. The leaves shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis.
3. An YP shall not be eligible for any remuneration in case of his/her absence beyond 8 days in a year (Calculated on pro-rata basis).
4. Un-availed leave during the first year of tenure cannot be carried forward to next year.
5. The intervening Saturdays, Sundays or Gazetted holidays during a spell of leave shall not be counted against the 8 leaves.

XI. **Service Conditions:**

1. The YP shall not, except with the previous sanction of the Department of Fertilizers, in the bona fide discharge of his duties, publish a book or a compilation of articles or participate in a 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 or 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.
2. 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/JS concerned.
3. Official (government) e-mail id and access to internet system can be provided to YPs with the approval of the JS 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.

XII. **Confidentiality and Secrecy:**

1. During the period of assignment with the Department of Fertilizers, the YP would be subject to the provisions of the Indian Official Secret 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.
2. Selected candidates shall provide integrity certificates from 2 references known to them.
3. 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.



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XIII. Termination of Services and requirement of notice:

1. 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 (Fert.) may waive off the condition for notice period/ salary in lieu thereof, in deserving cases.
2. DoF shall have the powers to terminate any or all the professionals at any time without assigning any reason, with the approval of the Secretary (Fert).
3. 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.

XIV. Performance Appraisal:

1. **Performance Report:** Performance Appraisal of the Young Professionals would be undertaken through Performance Report (PR) in the format prescribed at **Annexure-II**. 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 Establishment Division within one month prior to completion of term for each year. Thereafter, the PR will be communicated by Establishment-I Section to the concerned Committee for appraisal and recommendations as per (2) below.
2. **Performance Appraisal Committee:** A Performance Appraisal Committee to be chaired by JS (Administration) 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.
2. The Guidelines are issued with concurrence of IFD vide dairy No.449/DS(B) dated 1.7.2019 and approval of the Hon'ble Minister of Chemicals and Fertilizers.
3. These Guidelines shall come into force with immediate effect.


(Prabhas Kumar)
Director

All Officers of Department of Fertilizers.

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Annexure-I

Terms of Reference for the work to be done.

(i) Precise statement of Objectives:

(Disciplines or the domains where engagement of Young Professionals/ Consultant is required should be indicated).

(ii) Outline of the tasks to be carried out:

(Details of work required to be carried out specific tasks/ activities to be assigned to YP/ Consultant should be indicated)

(iii) Schedule for completion of Tasks:

(This should be designed in such a manner that both the time frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment.

(iv) The final outputs that will be required of the Young Professional at the end of the period should be specified.



Annexure-II

Performance Report of Young Professional

Year of Report:

Period from.....to.....Part-

I. Basic Details:

Name	
Date of Birth	
Date of Joining	
Designation	
Subject Division	
Reporting Authority (Name and Designation of the Officer)	
Period Worked	
Brief Description of Duties	

II. Part-II Performance Appraisal

Brief Description of task	Deliverables	Actual Achievements

III. Please mention significant contribution, personal achievements, other accomplishments, if any.

iv. Remarks:

Name of the Assessing Officer Designation

Countersigned by Head of the Subject Division