


A-12011/02/2015-HR-II
Government of India
Ministry of Chemicals & Fertilizers
Department of Fertilizers

Shastri Bhawan, New Delhi
Date 14.07.2015

OFFICE MEMORANDUM

It is proposed to engage 01 (One) retired Government Officials at the level of Assistants as consultant in the Department of Fertilizers on contract basis.

2. The Terms of Reference are attached herewith.
3. Those interested and eligible may apply to the undersigned as per Annexure I and Annexure II latest by 5:00 PM on 30.07.2015.
4. This issues with the approval of Competent Authority.


(Sanjay Srivastava)
Under Secretary to the Govt of India
Tel: 233893645
Email: s.srivastava@nic.in

To,

1. NIC, D/o Fertilizers for uploading this OM on website of this Department along with the annexure.

**TERMS OF REFERENCE FOR
Application from Individuals for
Engagement as Consultant in the
Government of India
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 various PSUs and Private Sector firms. The Department is consistently pursuing policies conducive to increased availability and consumption of fertilizers in the country. Making the country self-reliance in the field of production of fertilizers is the core objecting of the Department along with increasing the consumption of fertilizers in the country to make India's green revolution successful and subsequent self- reliance of the country in the production of Food Grains.

This Ministry has been acting as a nodal agency for production, import and distribution of the fertilizers in the country. The production of fertilizers is being managed through its PSUs such as PDIL, RCF, NFL etc. The distribution of fertilizers is done with the aim of sufficient availability of fertilizers in the every corner of the Country; However, the urgency of supply of the Fertilizers in any specific area is also been taken in consideration.

2. The Department of Fertilizers intends to engage a retired Government Officials as Consultants. The details of experience required and scope of work/job responsibility will be as under:-

Sl. No.	No. of Person required	Experience required	Scope of work/Job Responsibility
1.	One	Five years of experience of working as Senior Hindi Translator/Junior Hindi Translator in the Govt of India, preferably in translation.	Work related to translation in the Hindi Section.

3. Age Limit:

Candidate should not be more than 65 years of age as on 1st January, 2016.

4. Communication and Drafting Skill:

Should have good communication and interpersonal skills with a strong flair for in depth knowledge of handling the work in Govt. Offices.

5. Computer Literacy:

Computer Literacy is compulsory.

6. Type of engagement:

On contract basis.

7. Accommodation:

The Consultant needs to have own accommodation facility in Delhi / New Delhi or nearby places. No accommodation or House Rent will be provided by the Department.

8. Contract Period:

Initial contract would be for a period of 6 months. However, Department may terminate or extend consultancy period as per the extant situation.

9. Terms of Payment:

The Payment would be made on monthly basis as per monthly remuneration fixed at the time of engagement.

10. Tax Deduction at Source:

The Income Tax or any other tax liable to be deducted, as per the prevailing 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.

11. No extra charge:

The monthly fees approved by the Department in the Contract, will be inclusive of the costs of Consultant's travel, lodging and boarding, and also all incidental expenses, professional fees etc. No separate charges will be payable by the Department on any such accounts. However, in case the Consultants required to travel outside Delhi in the context of the work/ assignment, the Department shall reimburse the actual cost as per the Rules/Regulations of the Central Government.

12. Confidentiality of data and documents

The intellectual Property Rights (IPR) of the data collected as well as the deliverables produced or the Department shall remain with the Department. 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 this assignment or during the course of the assignment for the Department, without the express written consent of the Department. The Consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by the Department.

13. 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.

14. The Department reserves the rights, as follows:

To decide to cancel this advertisement, and not to proceed in the matter, at any stage accept or reject any or all applications, without giving any explanation, whatsoever.

15. Termination of Agreement:

The Department may terminate a contract to which these Terms apply if:

- a) The Consultant is unable to address the assigned works.
- b) Quality of the assigned works is not to the satisfaction of the Department.
- c) The Consultant fails in timely achievement of the milestones as finally decided by the Department.
- d) The Consultant is found lacking in honesty and integrity;
- e) The Department reserves the right to terminate the contract, by giving fifteen days' notice to the Consultant.

- f) Termination shall be effected by written notice served on the Consultant and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before termination.

14. Governing law:

The Contract shall be governed by and construed in accordance with laws of the Republic of India. The Consultant shall provide a concept note about his understanding of the task/scope of the work he is supposed to undertake while working with Department under the present contract.

15. Remuneration:

Rs. 25000/- per month (Fixed).

16. Basis for Evaluation

The scrutiny of applications will be carried out by the Department on the basis of required qualification & experience of individuals based on past work experience.

17. Guidelines for submission of the Applications:

The duly completed Application in prescribed format should be submitted so as to reach the Department on or before 1700 hrs on 30/07/2015. In the event of the specified date for the submission of the application being declared a holiday, the application will be received up-to the time on the next working day. Any application received after the above mentioned deadline will be rejected.

(FORMAT)

Date: _____

FROM:

TO:

Under Secretary (HR-II.),
Ministry of Chemicals & Fertilizers,
Department of Fertilizers
Govt. of India
Room NO. 205-D,
Shastri Bhavan, New Delhi.

Subject: Application for engagement as Consultant on Contract basis

Sir,

I, _____, enclose herewith my application for providing services as Consultant in Department of Fertilizers as mentioned in Para "Task/Scope of Work/" in TOR documents.

Yours faithfully,

Signature _____

Full Name _____

Designation _____

Address _____

Encl.: (list of all enclosures)

(FORMAT)

Relevant Experience & Track Record
Dated: _____

A brief description of similar nature of work as mentioned in TOR documents carried out in the last 5 years.

FROM:

To,

Under Secretary (HR-II.),
Ministry of Chemicals & Fertilizers,
Department of Fertilizers
Govt. of India
Room NO. 205-D,
Shastri Bhavan, New Delhi.

Brief description of the work

Significant nature of work carried out in the last 5 years

Yours faithfully,

Signature _____

Full Name _____

Address _____