

No.A-12011/21/2014-HR-II
Government of India
Ministry of Chemicals & Fertilizers
Department of Fertilizers

Shastri Bhawan, New Delhi-110001.
Dated the 3rd Dec, 2014.

APPOINTMENT OF CONSULTANTS

It is proposed to engage 08 retired Government officials at the level of Assistants as consultants 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 II latest by 1730 hrs on 15.12.2014.



(Sanjay Srivastava)

Under Secretary to the Government of India
Tele Fax No.: 23389364

To,

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

1. 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 reliant in the field of production of fertilizers is the core objective of the Department alongwith 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 8 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	Experience of working as Assistant in the Govt of India. Preferably in the matters related to IFD, preparation of budget and matter related to standing Committee meeting	Matters related to Internal Finance, preparation of Budget and Standing Committee meeting alongwith the work assigned by the concerned officer.
2.	One	Experience of working as Assistant in the Govt of India, preferably in Service matters.	Matters related to personal issues of the employees of the Department and cadre controlling of the M/o Chemicals & Fertilizers alongwith the work assigned by the concerned officer.
3.	One	Experience of working as Assistant in the Govt of India, preferably in Vigilance.	Work related to the vigilance section of the Department.
4.	One	Experience of working as Assistant in the Govt of India, preferably in Coordination Section.	Work related to Coordination Section.

5.	One	Experience of working as Assistant in the Govt of India, preferably in dealing with PSUs.	Work related to the establishment of PSUs and Board level appointment in PSUs
6.	One	Experience of working as Assistant in the Govt of India, preferably in dealing with RTI, Parliament Question and Assurance, ATN on standing Committee etc..	Work related to Parliament Questions and Assurances, ATN on standing Committee and work related to Performance Audit Report No. 8, etc.
7.	One	Experience of working as AAO/ Sr. Acctt. in the Govt of India, preferably in dealing with release of payments.	Work related to release of subsidy to the companies, etc.
8.	One	Experience of working as Assistant in the Govt of India, preferably in Policy Matters.	Work Related to the Policy matters of P&K fertilizers.

3. Age Limit:

Candidate should not be more than 65 years of age as on 1st July, 2015.

4. Communication and Drafting Skill:

Should have good noting & drafting skills.

5. Computer Literacy:

Must be proficient in computers.

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 extendable for further period as may be decided by the Department. However, the maximum period of engagement will be for a period of two years or upto 65 years of age, whichever is earlier.

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 traveling 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 if the Department finds:

- The Consultant is unable to address the assigned works.
- Quality of the assigned works is not to the satisfaction of the Department.

- The Consultant fails in timely achievement of the milestones as finally decided by the Department.
- The Consultant is found lacking in honesty and integrity;
- The Department reserves the right to terminate the contract, by giving any notice to the Consultant.

16. 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.

17. Remuneration:

Rs. 25000/- per month (Fixed).

18. 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.

19. Guidelines for submission of the Applications:

The duly filled Application in prescribed format should be submitted so as to reach the Department on or before 1730 hrs on 15.12.2014. 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 not be entertained.

(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.

- A. Brief description of the work
- B. Significant nature of work carried out in the last 5 years

Yours faithfully,

Signature _____

Full Name _____

Address _____