

F. NO. 23011/21/2019-Estt.
Ministry of Chemical and Fertilizers
Department of Fertilizers
Establishment Section

Shashtri Bhawan, New Delhi-01
Dated: 9th January, 2020

Vacancy Circular

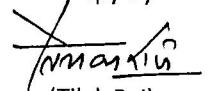
Subject: Appointment of Consultants on contract basis in the Department of Fertilizers.

Applications are invited for Consultants on contract basis from among the retired Government employees. The short listed candidates will be considered for engagement as per the requirement of the Department. The details are as follows:

Sl. No.				
1.	Number of Consultants to be engaged	02		
2.	Period of Engagement	The initial engagement would be for a period of 1 year or the vacant posts filled up whichever is earlier.		
3.	Age Limit	Not more than 65 years		
4.	Consultant Category & Remuneration	Level of the post from which retired	Consolidated Remuneration	
		Secretariat Support	Assistant Section Officer or equivalent	Rs. 25,000/-*
		Hindi Translator	Senior Translation Officer or equivalent	Rs. 25,000/-*
* Total monthly consolidated fee and the pension drawn by consultant shall not be more than the last pay drawn by him calculated at the current rate of DA.				
5.	Place of work	Department of Fertilizers, Shashtri Bhawan, New Delhi-110001.		
6.	Experience required	i) Secretariat Support: General Secretariat /Administrative work		
		ii) Hindi Translator: Experience of Hindi translator		

- The engagement of the consultants on contract basis will be subject to the guidelines/term of reference (Annexure-I) for engaging consultants in this Department.
- Applications from eligible candidates for the aforesaid positions are invited in the enclosed performa (Annexure-II) along with the copies of certificate of essential qualifications and experience. The application may be addressed to the Under Secretary (Establishment), Room No. 205-D, 2nd Floor, Shastri Bhawan, New Delhi-110001.
- Applications received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated and called for interview.
- Department of Fertilizers reserves the right to reject any application without assigning any reason.
- Duly filled in application forms along with relevant documents should reach within 30 days of

issuing of the circular. The application may be sent via email (tilak.raj26@nic.in) followed by hard copy by post.


(Tilak Raj)

Under Secretary to the Govt. of India

To

1. All Ministries/Departments of Government of India
2. Department of Fertilizers' Website.
3. E-Office Notice Board.