

F. No. A-41011/01/2022-Estt.  
Ministry of Chemical and Fertilizers  
Department of Fertilizers  
Establishment Section

Shastri Bhawan, New Delhi.  
Dated the 23<sup>rd</sup> August, 2024

**Vacancy Circular**

**Subject: Engagement of a Parliament Consultant on contract basis in the Department of Fertilizers-regarding.**

Applications are invited for engagement of one Parliament Consultant on contract basis from the retired Government employees of the Central Government. The short listed candidates will be considered for engagement as per the requirement of the Department. The details of position, experience required, work profile, age, etc. are as under:

S.No.	Description	Information
1.	Name of Post	Parliament Consultant
2.	Experience Required	Minimum five years experience of work in Parliament Section as Dealing Hand
3.	Work Profile	<ul style="list-style-type: none"><li>i. Coordinate meetings/study visits of Consultative Committee of Members of Parliament and Standing Committee (Chemicals and Fertilizers) and other Committees of Parliament.</li><li>ii. Coordination, compilation, obtaining approval of Competent Authority and submission of Reports to the Standing Committee.</li><li>iii. Handling of Parliament Questions, Short Notice Questions, Calling Attention Motion, Cut Motions, Resolution, Matters under Rule 377 &amp; Zero Hours in Lok Sabha and by way of Special Mentions in Rajya Sabha.</li><li>iv. Constant pursuance with concern Divisions for disposal (fulfilment/dropping) of Parliament Assurances or for timely seeking of extension of time.</li></ul>
4.	Age	Maximum of 65 years
5.	Period of Engagement	1 year.
6.	Monthly Remuneration	Remuneration as per guidelines laid down in DoE's OM No. 3-25/2020-E.IIIA dated 09.12.2020, a fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement.

2. The engagement of the consultant on contract basis will be subject to the guidelines/terms of reference of this Department's guidelines for engagement of Consultant No. A.12011/3/2016-Estt. dated 29<sup>th</sup> July, 2019.

3. Applications from eligible candidates for the aforesaid position are invited in the enclosed application format (Application Form). The application should reach the following address within 10 days from the date of issue of this vacancy circular:-

**The Under Secretary (Establishment),  
Room No. 205 D, 2<sup>nd</sup> Floor, Shastri Bhawan,  
New Delhi-110001.**

4. Duly filled in application form along with relevant documents may be sent via email (usestt.dof@gov.in) followed by a hard copy.

5. Application received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated and called for personal interaction / interview.

6. Department of Fertilizers reserves the right to reject any application without assigning any reason.

Encl:- As above.

Signed by

Manish Kumar Chourasiya

Date: 23-08-2024 15:06:18  
(Manish Kumar Chourasiya)

Under Secretary to the Govt. of India

Tel No.: 011-23387492

Copy to:-

- i. All Ministries/Departments of Government of India.
- ii. NIC for uploading the Circular on the website of the Department of Fertilizers.
- iii. E-Office Notice Board.

## **APPLICATION FORM**

### **Application for the engagement of Consultant**

1. Name in full (in Block letters):

2. Father' s/Husband ' s Name:

3. Permanent Address:

Paste the recent  
Passport size  
photograph

4. Address for correspondence:

5. Phone No./(Mob.) & Email ID:

6. (a) Date of Birth :

(b) Date of superannuation :

7. Last post held at the time of retirement:

8. Name and Address of last Office from which retired:

9. PPO Number (Attach the copy of PPO):

10. Last pay drawn at the time of retirement (attach the Last Pay Certificate):

11. Brief particulars of experience in Govt. Service (last 10 years) (attach a separate sheet, if required):

Ministry/ Department	Period of service From To		Post held & scale of pay/pay level	Nature of work & level of responsibilities

Contd...2/-



12. Additional relevant information, if any, in support of your suitability for the said engagement (attached a separate sheet, if required):

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I, further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of the consultant.

Place:

Date:

**Signature of Applicant**