

F. No. A-12011/1/2019-Estt.  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Fertilizers

Shastri Bhavan, New Delhi  
Dated the 11<sup>th</sup> June, 2025

### VACANCY CIRCULAR

**Subject: Engagement of Young Professional on contract basis in P&K Division in the Department of Fertilizers – reg.**

Applications are invited from the eligible Indian citizens for filling of one post of Young Professional for P&K Division 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 position are as under:

S. No.	Description	Young Professional (P&K)
1	Qualification	Graduate in any discipline.
2	Experience	Preference will be given to those candidates having experience in Government set-up, fertilizer industry/PSU.
3	Age	Not more than 40 years.
4	Duties and Functions	<ul style="list-style-type: none"> <li>i. Data analysis and preparation of proposals for fixation of NBS rates.</li> <li>ii. Support in processing proposals for induction/exclusion of fertilizer manufacturers/importers.</li> <li>iii. Analysis of requests for inclusion of new fertilizers under the subsidy regime.</li> <li>iv. Preparation and vetting of subsidy claims, additional payments, and examination of special financial packages to fertilizer companies.</li> <li>v. Coordination and drafting for court cases, including preparation of legal briefs, affidavits, and regular court visits, as required.</li> <li>vi. Assistance in preparation of replies to Parliament Questions, CAG Audit Paras, VIP references, and Standing/Consultative Committee matters.</li> <li>vii. Policy research and drafting support for NBS-related guidelines and policy updates.</li> <li>viii. Coordination with stakeholders including fertilizer companies, PSUs and other Ministries.</li> <li>ix. Any other work assigned by senior officers in the Division.</li> </ul> <p><b><u>Deliverables:</u></b></p> <ul style="list-style-type: none"> <li>i. Timely and accurate inputs on assigned matters.</li> <li>ii. Drafts, reports, data sheets, and legal documents as</li> </ul>

		required. iii. Regular updates on court/legal/claim-related matters. iv. Proactive support in policy, budget, and administrative work.
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, 2<sup>nd</sup> 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.

Digitally signed by  
MANISH KUMAR CHOURASIYA  
Date: 11-06-2025 10:26:53

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

Copy to:-

- i. NIC for uploading the Circular on the website of the Department of Fertilizers.
- ii. PPS to AS(AS).

**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 1<sup>st</sup> June, 2025: 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		Designation of post & scale Of pay	Total length of service	Nature of work & level of responsibilities
	From	To			

(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.....