

File No. 8-19/2021-INM (99250)
Government of India
Ministry of Agriculture and Farmers Welfare
Department of Agriculture and Farmers Welfare

Krishi Bhawan New Delhi,
Dated 28.07.2021

Circular

Subject: Filling up of 9 vacancies at various level for the Project Management Team (PMT) for implementation of various schemes in INM division, DA&FW -reg.

Department of Agriculture, & Farmers Welfare invites applications from the eligible candidates for filling up of the following vacancies purely on contract basis for a period of three years subject to satisfactory performance (to be reviewed annually), in the INM division in DA&FW as under:

Sl. No.	Name of the post	Eligibility	Remuneration Per Month
1	Technical Assistants (PKVY Scheme - 02) (Soil Health Card - 01)	Master's degree in Agronomy/Soil Science/Plant Protection/ Microbiology/ Agriculture Extension with specialization in Organic Farming, Quality control of Organic produce, Soil Analysis, Interpretation of analysis results, issue of Soil Health Card, demonstrations etc. Knowledge of computer essential. Person with one year experience of research and extension will be given preference	Rs. 42,000/- pm (inclusive of conveyance)
2	Accountants (3)	Graduate with 3 years of experience in handling of project account. Well versed in computer handling and computer assisted accounting software.	Rs. 42,000/- pm (inclusive of conveyance)
3	Jr. Technical Officer (Production) (1)	Post graduate in agriculture science or related discipline with minimum of three years of experience in capacity building, FPC formation etc in agriculture /organic farming. Experience with internal control system management and third party certification system for organic/GAP/Fair trade etc. will be preferred. Proficient in computer handling, web enabled application tools and traceability platforms.	Rs. 52,000/- pm (inclusive of conveyance)
4	Jr. Marketing Officer (1)	Post graduate in any discipline of agriculture, Life Sciences, food technology, agricultural marketing and related discipline. At least three years of experience in handling	Rs. 52,000/- pm (inclusive of conveyance)

		value chain projects, operation of value chains, agricultural food products market facilitation, consumer awareness and brand building initiative. Experience in on-line marketing initiatives and organic products collection, aggregation, value addition and marketing including export facilitation shall be preferred.	
5	Office Manager (1)	Graduate in management /financial management with 8 years' experience as administrative officer in project management/IT management establishment with adequate knowledge about Government rules and regulations and financial rules. Experience of working in Government establishment will be an added qualification.	Rs. 52,000/- pm (inclusive of conveyance)

2. The terms and conditions for appointment on contract basis is enclosed at Annexure-I.

4. Interested candidates, who fulfill the eligibility criteria, may submit their application in the prescribed proforma(Copy enclosed as Annexure-II) in sealed cover super-scribed "**Application for engagement as (name of the vacancy applied for) on contract basis in INM Division in DA&FW**" which should reach this office latest by 5.00 p.m., 26/08/2021, at the following address:-

**Deputy Secretary (INM),
R. No. 347, Krishi Bhawan
Department of Agriculture and Farmers Welfare
Ministry of Agriculture and Farmers Welfare
Krishi Bhawan, New Delhi**



**(Neelam Sharma)
Under Secretary (INM)
Department of Agriculture & Farmers Welfare**

To,

1. All Ministries/Departments of Government of India/Subordinate/Attached offices of DA&FW.
2. All Notice Boards of DA&FW

Copy to:- NIC for uploading this circular on the website of DA&FW

Terms & Conditions for appointment on contract basis in Project Management Team in INM Division in D/o Agriculture and Farmers Welfare (DA&FW)

1. Period of engagement

The engagement will be purely on contract basis for a period of three years, subject to annual performance review.

2. Selection Procedure

The engagement will be purely on contract basis. Applications received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Shortlisted candidates will be called for interview for selection.

DA&FW reserves the right to reject any application without mentioning any reason.

3. Remuneration

A fixed monthly remuneration as indicated in the circular/advertisement is payable. The amount of remuneration so fixed shall remain unchanged for the term of contract and there will be no annual increment / percentage increase during the contract period. The selected candidate will not be entitled to any benefits like PF, Pension, Gratuity, Medical Allowance, House Rent Allowance, Dearness Allowance, Transport Allowance or any other Allowance. No TA/DA is admissible for joining the assignment or on its completion.

Expenditure incurred on travel for undertaking official tours within the country in the course of execution of the work assigned to the selected candidate will be reimbursed as per Government of India Rules.

4. Leave

The selected candidate will be entitled for the paid leave of 10 days for each complete year of service. Accumulation of leave beyond calendar year may not be allowed. In special circumstances, the selected candidate could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturdays /Sundays/ Other Gazetted holidays, they may be given compensatory off.

5. Scope of Duties

During the period of such engagement, the selected candidate could be called for services on holidays or beyond normal working hours for which no extra remuneration would be required to perform the duties assigned to them as per requirement. They will report to JS/DS/US/SO depending upon the task assigned to them.



6. **Office time and working hours**

Engagement would be on full time basis. Working hours shall be from 9:00 AM to 5:30 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The selected candidate may be called on Saturday/Sunday/other Gazetted holidays, if required.

The selected candidate will be required to mark his/her attendance in Bio-metric System or in the attendance register.

8. **Confidentiality of data and documents**

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. 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 office, without the express written consent of the office. The selected candidate shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

9. **Conflict of Interest**

The selected candidate appointed by this office, shall in no case represent or give opinion or advice to other in any matter which is adverse to the interest of this office. The selected candidate would not be permitted to take up any other assignment during the period of engagement

10. **Termination of service**

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 07 days. In case, the selected candidate desires to leave the assignment, he/she is to give 07 day's notice which can be curtailed/extended depending upon the workload.

In case any selected candidate is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.

The selected candidate will not be entitled for any claim or right for continuing in assignment or regular appointment to this assignment/post or any other post in the DA & FW/ Govt. of India.

11. DA&FW shall not be responsible for any loss, accident, damage; injury suffered by the selected candidate whatsoever arising in or out of the execution of his work including travel.

Praveen

12. **Guidelines for the submission of the application**

The duly completed application in prescribed proforma should be submitted so as to reach the office latest by 5.00 p.m., 26/08/2021. Any application received after the above date will not be entertained. The application should be submitted with the following documents:-

- a) Copy of degree and mark sheet in respect of educational qualification indicated in the proforma
- b) Copy of experience, if any.
- c) Copy of PAN card and AADHAR card- mandatory



Proforma for applying for various vacancies for the Project Management Team (PMT) in INM division, D/o Agriculture & farmers Welfare (DA&FW)

Application for engagement as(name of the vacancy applied for) in INM division, DA&FW

1. Name in full (Block letters)																					
2. Educational Qualifications (Photocopy of documents supporting educational qualification and experience should be enclosed)	<table border="1"> <thead> <tr> <th>S. No.</th> <th>Educational Qualification</th> <th>Board/ University / Institute</th> <th>Division / Grade</th> <th>Year of Passing</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	S. No.	Educational Qualification	Board/ University / Institute	Division / Grade	Year of Passing															
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3. Date of Birth																					
4. AADHAR No (Enclose Xerox copy)																					
5. Last Salary drawn (in Rs,)																					
6. PAN No. (Enclose Xerox copy)																					
7. Complete residential address																					
8. Mobile Number																					
9. E-mail I.D																					
10. Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.																					
11. Availability (Time required for joining)																					
12. Achievement (if any)																					

A recent passport size photograph may be pasted at the top right corner of the application proforma.

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I have read this document and ready to accept all the term & conditions for engagement as name of the vacancy in INM division, DA&FW. I will produce original documents regarding qualification and experience at the time of interview.

(Signature of the Candidate)

Place:
Date: