

भारत सरकार
मत्स्यपालन, पशुपालन और डेयरी मंत्रालय
पशुपालन और डेयरी विभाग
चौधरी चरण सिंह राष्ट्रीय पशु स्वास्थ्य संस्थान
बागपत - 250609 (उत्तर प्रदेश)



Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Animal Husbandry and Dairying
C.C.S. National Institute of Animal Health
Baghpat-250609, Uttar Pradesh



Central Drugs Laboratory (Veterinary Biologicals)
Approved by Ministry of Health and Family Welfare, Govt. of India
Ph. No. 0121-2997012/2997011
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An ISO 9001:2015 certified organization



F. No. 1/11/2024-25/CCSNIAH(E-29628)

Dated: 09.05.2025

CIRCULAR

Sub: Engagement of Consultant on contractual basis in CCS National Institute of Animal Health, Baghpat (UP)- reg.

The undersigned is directed to say that CCS National Institute of Animal Health, Baghpat (UP), a subordinate office under Ministry of Fisheries, Animal Husbandry & Dairying (Department of Animal Husbandry and Dairying) proposes to engage one (01) Consultant on contractual basis. Officials retired from the post of Under Secretary or higher post or equivalent from the Government of India, State Governments and its Attached/Sub-ordinate offices of the Government of India, having working experience in the Admin and Finance Matter are eligible for the position of Consultant. The details of the One (01) post advertised are enclosed at **Annexure-I**. This engagement will be in the nature of fee-based consultancy, and does not any way tantamount to an appointment for employment or job. The short-listed candidates will be considered for engagement as per functional requirements of the Department.

2. Interested and eligible applicants may submit their particulars "strictly as per the enclosed format (**Annexure-II**) along with CV and relevant documents" to the Director, CCS National Institute of Animal Health, Baghpat-250609, UP latest by **13th June, 2025**.

3. The CCS National Institute of Animal Health reserves the right to accept or reject any application without assigning any reasons.

Encl.: As above.

कार्यालय प्रमुख/Head of Office
चौ० चरण सिंह राष्ट्रीय पशु स्वास्थ्य संस्थान
CCS National Institute of Animal Health
मत्स्यपालन, पशुपालन और डेयरी मंत्रालय
Ministry of Fisheries, Animal Husbandry and Dairying
पशुपालन और डेयरी विभाग
Department of Animal Husbandry and Dairying
भारत सरकार/Govt. of India
बागपत/Baghpat-250609 उत्तर प्रदेश/U.P.

[Signature]
09.05.2025
Head of Office

To,

- All the Ministry/Department of Government of India.
- The Deputy Secretary (LH), DAHD, with the request to forward the advertisement to DOPT New Delhi-with a request to upload the same on DoP&T's website.
- NIC, DAHD with a request to upload this circular on the website of this Department.
- In-charge IT, NIAH with the request to upload this circular on the institute's website.

Terms of Reference for CONSULTANTS (Admin and Finance)

1	No. of consultants to be engaged on contractual basis	1(One) Consultant for CCS National Institute of Animal Health Baghpat (U.P) - for Admin and Finance Matter.
2	Eligibility	Essential: - Applicant has retired from the post of Under Secretary or higher post or equivalent in the Government of India, State Governments and its Attached/Sub- ordinate officers of the Government of India. - Has reasonable experience of dealing with the establishment, administrative and financial matter in the Government - Should not be more than 64 years of age on the last date for receipt of application. The contract shall not be extended beyond 05 years after superannuation as per DoE's O.M. dated 09.12.2020. Desirable: - Candidates should have excellent communication and interactions skills. Knowledge of computer applications such as MS Word, MS Excel and Power Point, etc. is essential. - Candidates should be well conversant with, besides their domain field, functions like drafting noting, administration and establishment, service rules, court case, RTI, budget, contract, tender, GeM, accounts, pay bill, scrutiny of bills, pay bill register, cash book, expenditure control register and office procedure, etc. as per the requirement of the institute and direction of the Director/Head of Office. - Persons retired from the posts of Accounts officers or from Pay & Accounts office/Principal Accounts Office of Govt. of India, with experience in Finance & Budget shall be given preference.
3	Period of engagement	The engagement shall be done vide a formal order issued in this regard by the employer i.e. Director, CCSNIAH The term of engagement shall ordinarily be for an initial period not exceeding one years which is extendable by two years (one year at a time). Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond five years after superannuation. The term of all the consultants will be from 1st April till 31st March of any given financial year. For consultants engaged midway through any financial year, their initial period of engagement will be till 31st March of that financial year. The engagement can be terminated with one month notice by the employer, in this case by Director, CCNIAH
4	Leave	Paid leave of absence may be allowed at the rate of 1.5 days for each completed moth of service. Accumulation of leave beyond a calendar year will not be allowed.
5.	Working	The Consultants shall be required to observe the normal office timing and may also be called upon to attend the office on Sundays or any holiday in case of urgent nature of work. They shall mark their attendance in AEBAS mandatorily, failing which it may result in deduction of remuneration. The headquarter shall be in the CCSNIAH at Baghpat



6	Age Limit	Should not be more than 64 years of age on the last date for receipt of application. The contract shall not be extended beyond 05 years after superannuation as per DoE's O.M. dated 09.12.2020.
7	Remuneration	A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract. There will be no annual increment/percentage increases during the contract period. No increment and Dearness Allowance shall be allowed during term of contract. A fixed amount as Transport Allowance shall be paid to the consultants, in terms of DoE's OM No. 21/5/2017-E.II(B) dated 07.07.2017. However, no Dearness Allowance shall be allowed. No other allowances such as HRA, residential accommodation, tuition fee reimbursement, etc, will be admissible. The terms and conditions of engagement of consultants are as per GFR and DoE's OM dated 09.12.2020.
8	Place of work	One Consultant for CCS National Institute of Animal Health Baghpat (U.P) -for Admin and Finance Matter.
9	Nature of Work	a. Establishment matter of the Institute as assigned by Director CCSNIAH b. Financial Matter of the Institute as assigned by Director CCSNIAH c. Any other matter assigned by the Director, CCNIAH
10	Terms & Conditions of Employment	a. Engagement shall be temporary and contractual in nature. Engagement may be terminated on one month notice by the Director, CCSNIAH b. Absence from duty without permission for continuous 15 days or more may invite his/her termination of the engagement c. Shall be governed by the official secret act and shall not reveal or publish any information without the permission of the Director, CCSNIAH d. Shall maintain highest standard of integrity, transparency, efficiency, competitiveness and economy e. Shall not be entitled to any allowance, facility or accommodation. Transportation and lodging facility shall be provided only for performing the official work. f. Engagement as Consultant shall be on full time basis and no parallel engagement shall be allowed g. TDS on the consolidated emoluments paid to him shall be made
11	Method of selection	The scrutiny of the application and selection of consultants will be carried out by Selection Committee constituted by DAHD. The engagement shall be contractual and temporary in Nature. On the recommendation of the committee, the successful candidate shall be engaged vide an order issued by Director, CCSNIAH.
12	Acceptance/ Rejection of the Application	The Director, CCSNIAH shall be the final authority for the acceptance or rejection of the application. Late submission of the application or incomplete application shall be summarily rejected.



ANNEXURE-II

APPLICATION FORM FOR THE POST OF CONSULTANT ON CONTRACTUAL BASIS IN CCS NATIONAL INSTITUTE OF ANIMAL HEALTH, BAGHPAT (U.P.)

Advertisement Ref: CCSNIAH Advertisement No. _____ dated _____

Last Date of Submission of Application : _____ through _____ by 5.00 PM

I. Personal details:

1	Post applied for	CONSULTANT (Admin. & Finance)
2	Name of the applicant (Block Letters)	
3	Father's / Husband's Name	
4	Date of birth (DOB)	
5	Nationality	
6	Permanent Address	
	Present Address	
	email id	
7	Mobile & E-mail (Block letters)	
8	Last post held in government service prior to retirement along with the name of organization (with PPO)	
9	Pay level/ Grade Pay of the last post held	
10	References	

II. Educational Qualifications (Please attach self- attested copies):

S. No.	Degree/Diploma

III. Professional experience (Please attach self-attested copies):

S.No.	Name of the Organization	Post Held (prior to retirement)	Period of Service & Nature of Work / Assignment performed

I solemnly affirm that above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, my services are liable to be terminated. I shall abide by the terms and conditions listed in the above advertisement.

Signature of the applicant with date

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