

भारत सरकार
केंद्रीय पशु प्रजनन प्रक्षेत्र
मत्स्यपालन, पशुपालन और डेयरी मंत्रालय
पशुपालन और डेयरी विभाग
अलामादी, पोस्ट एडापालायम
वाया-रेड हिल्स चेन्नई 600 052
तमिलनाडु
E. mail: ccbf.alamadhi1973@gov.in



Government of India
Central Cattle Breeding Farm,
Ministry of Fisheries, Animal Husbandry & Dairying
Department of Animal Husbandry and Dairying
Alamadhi, P.O.-Edapalayam,
Via Redhills Chennai-600 052
Tamil Nadu
Tele:044-26310122/ 044-26310112

F.No. 84/XIV/Lab./2025-26/

Date: 27.06.2025

CIRCULAR

Subject: Engagement of one 'Consultant' for compliance of Hon'ble Supreme Court order (Service related matter) Central Cattle Breeding Farm, Alamadhi, Chennai- reg.

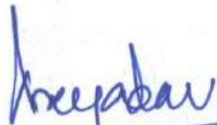
The undersigned is directed to say that the Central Cattle Breeding Farm, Alamadhi proposes to engage one 'Consultant' for compliance of Hon'ble Supreme Court order (Service related matter) at Central Cattle Breeding Farm, Alamadhi, Chennai on contractual basis.

2. The details of the one consultant advertised is enclosed as Annexure-I. This engagement will be in the nature of fee-based consultancy, and does not in any way tantamount to an appointment for employment or job. This engagement does not confer any right to regular appointment in Government service. The short-listed candidates will be considered for engagement as per functional requirements of the office.

3. Interested and eligible applicants may submit his particulars "strictly as per the enclosed format (Annexure-II) along with CV and relevant documents" to **The Director, Central Cattle Breeding Farm, Alamadhi, Chennai 600052** through speed post or email at: **ccbf.alamadhi1973@gov.in** latest by 05:00 PM on **28th July, 2025**.

4. The CCBF, Alamadhi, Chennai reserves the right to accept or reject any application without assigning any reasons.

Encl: As above


27/06/25
(Ajai Kumar Yadav)
Officer Incharge

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परिपत्र

विषय: माननीय सर्वोच्च न्यायालय के आदेश के अनुपालन हेतु एक 'परामर्शदाता' की नियुक्ति (सेवा संबंधी मामला) केंद्रीय पशु प्रजनन प्रक्षेत्र, अलामादी, चेन्नई के संबंध में।

नीचे हस्ताक्षरकर्ता को यह कहने का निदेश हुआ है कि केंद्रीय पशु प्रजनन प्रक्षेत्र, अलामादी, चेन्नई में माननीय सर्वोच्च न्यायालय के आदेश (सेवा संबंधी मामले) के अनुपालन के लिए अनुबंध के आधार पर एक 'परामर्शदाता' को नियुक्त करने का प्रस्ताव है।

2. विज्ञापित एक परामर्शदाता का विवरण अनुलग्नक-I के रूप में संलग्न है। यह नियुक्ति शुल्क आधारित परामर्श की प्रकृति की होगी, और किसी भी तरह से रोजगार या नौकरी के लिए नियुक्ति के बराबर नहीं है। यह नियुक्ति सरकारी सेवा में नियमित नियुक्ति का कोई अधिकार नहीं देती है। कार्यालय की कार्यात्मक आवश्यकताओं के अनुसार शॉर्टलिस्ट किए गए उम्मीदवारों पर नियुक्ति के लिए विचार किया जाएगा।

3. इच्छुक और पात्र आवेदक अपना विवरण "संलग्न प्रारूप (अनुलग्नक-II) के अनुसार, CV और प्रासंगिक दस्तावेजों के साथ" निदेशक, केंद्रीय पशु प्रजनन प्रक्षेत्र, अलामादी, चेन्नई 600052 को स्पीड पोस्ट के माध्यम से या ईमेल: ccbf.alamadhi1973@gov.in पर 28 जुलाई, 2025 को शाम 05:00 बजे तक भेज सकते हैं।

4. केंद्रीय पशु प्रजनन प्रक्षेत्र, अलामादी, चेन्नई बिना कोई कारण बताए किसी भी आवेदन को स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखता है।

संलग्न: उपरोक्त

भवदीय

27/06/25

(अजय कुमार यादव)

प्रभारी अधिकारी

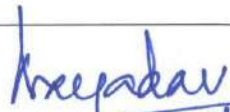
Terms of Reference for engaging Consultant for compliance of Hon'ble Supreme Court order (Service related matter)

1.	Name of the post	Consultant for compliance of Hon'ble Supreme Court order (Service related matter)
2.	Number of posts to be filled	01 (one)
3.	Essential Qualifications	<p>1) Retired Assistant Accounts Officer/ Assistant Administrative Officer/Audit Officer/ Head Clerk/UDC.</p> <p>2) Experience in pay fixation/ service related matters; for making pay fixation and calculation of arrears; Thorough understanding of applicable service rules, government orders, and relevant court judgments (e.g., CAT, High Court, Supreme Court)</p> <p><u>In addition to above, the applicants: -</u></p> <p>(i) Must have excellent written and oral communication and Interpersonal skills.</p> <p>(ii) b) Knowledge of Computer applications such as MSWord, MS Excel, MS Power Point etc will be essential.</p>
4.	Experience in relevant field	<p>(i) Minimum 5 years of experience in handling service-related matters, including pay fixation, preparation of arrears, pension cases, and implementation of court judgments (CAT, High Court, Supreme Court) in a Central/State Government department, Autonomous Body, or Public Sector Undertaking.</p> <p>(ii) Prior experience as Assistant Accounts Officer (AAO)/ Assistant Administrative Officer (AAO)/ Audit Officer/ Head Clerk/UDC with responsibilities related to financial accounting, establishment rules, and personnel/pay roll management.</p> <p>(iii) Ability of apply service rules, such as FR/SR, CCS (CCA) Rules, CCS (Pension) Rules, and various DoPT/Finance Ministry orders.</p>
5.	Scope of work	<p>(i) Verification of old document and record related to previous casual service.</p> <p>(ii) Ensure compliance with applicable service rules, government orders, and court judgments.</p> <p>(iii) Analyses court judgment and identify its implications on service matters.</p> <p>(iv) Calculate wage arrears in accordance with court directives, including applicable increments, pay scale adjustments, and other benefits.</p> <p>(v) Prepare wage bills for payment of arrears as per approved calculations.</p> <p>(vi) Coordinate with PAO, FAHD for necessary corrections in the bill.</p>
6.	Method of Engagement	Short term contract basis initially for a period of SIX month which may be further extended to Six month for a maximum tenure of Two Years, subject to appraisal of the performance

		and on need basis.
7.	Period of contract	<p>(i) The appointment on the above post will be purely on contract basis initially for a period of Six months only.</p> <p>(ii) Further extendable subject to satisfactory performance and functional requirement of the office</p> <p>(iii) The performance of the consultants will be reviewed after three months and their contract shall be extended or discontinued (as the case may be) depending on his performance.</p> <p>(iv) In no case the appointment shall be extended beyond two years from the initial date of appointment.</p> <p>(i) The decision of the office shall be final in this regard. No right will be accrued in favour of the consultant regarding renewal of contract, absorption in service, etc.</p>
8.	Age Limit	Not more than 62 years
9.	Remuneration (per month)	<p>(i) Remuneration as per guidelines laid down in Department of Expenditure's O.M No. 3-25/2020-E.IIIA dated 09th December, 2020 i.e. Fixed monthly amount arrived at by deducting basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will no annual increment/ percentage increase during the contract period.</p> <p>(ii) No increment and Dearness Allowance shall be allowed during the term of contract. A fixed amount as Transport allowance shall be paid to the consultants, in terms of DOE O M No. 21/5/2017-E.II (B) dated 07.07.2017. The amount so fixed shall remain unchanged during the term of appointment. However, no DA shall be allowed.</p> <p>(iii) No other allowances such as HRA, residential accommodation, tuition fee reimbursement etc. will be admissible.</p>
10.	Other terms of engagement	<p>(i) The Consultant will not be entitled for any separate monthly allowances including but not limited to conveyance allowance, HRA etc. However, in case, the consultant is required to travel outside of this station in the context of the work/assignment, the office shall reimburse the actual cost of travel and daily allowance as per the Rules/regulation of the Central Government applicable to Group-B Non-Gazetted Officer.</p> <p>(ii) The Consultant will not be eligible for any other facilities such as residential telephone, residential accommodation CGHS and Medical reimbursement, personal support staff transport facilities etc.</p> <p>(iii) The Consultant shall be entitled to leave at the rate of 1.5 days for each completed month of service, with no accumulation of leave beyond the calendar year, on a pro-rata basis. Accordingly, no remuneration shall be paid for any absence exceeding 18 days in a year (calculated on a pro-rata basis). Unavailed leave shall not be carried forward to the next year.</p> <p>(iv) The Consultant will be required to discharge the duties as</p>

		<p>assigned to him/her by the office.</p> <p>(v) The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the Ministry of will issue TDS Certificate(s).</p> <p>(vi) The contract of consultant may be terminated, after giving 15 days notice, in following situations:-</p> <ul style="list-style-type: none"> • If the Consultant is unable to do the assigned work. Quality of the assigned works is not to the satisfaction of the office. • If the consultant is absent from duty without due authorization. • If the Department elects not to renew the contract of the consultant at the end of one month period. • The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause. <p>(vii) The office reserves the rights to terminate the contract without giving any explanation or whatsoever with immediate effect without any remuneration or notice period on the ground of proven misconducts.</p> <p>(viii) Termination shall be affected by written notice of 15 days served to the consultant. The termination will be without prejudice to either party's rights accrued before termination</p> <p>(ix) The Consultant is required to give 30 days notice to the Department in case he/she opts to quit the assignment.</p> <p>(x) Jurisdiction for legal disputes, if any arising during the period of the contract, will be in Madras Courts only.</p> <p>(xi) The person who has worked as consultant shall not disclose the information received by him/ her during the period of such engagement to any person other than this Department at any time whether during continuance of such engagement or after its severance.</p> <p>Further, the consultant shall not represent, advice or work for any person against the interest of this office for 02 years from the date of termination or contract end date in the matters related to the office.</p>
11.	Selection process	<p>a. Selection of the Consultant will be done on the basis of personal interview/talk by a Selection Committee.</p> <p>b. Only the short-listed candidates shall be called for the interview.</p> <p>c. No TA or DA will be paid for attending the interview.</p> <p>d. At the time of interview, the shortlisted candidates shall have to produce their bio-data and certificates, in original for verification.</p> <p>e. The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.</p>
12.	Attendance and working days	<p>a. The working hours of the consultants shall be same as regular Govt. employees working in the office.</p> <p>b. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Gazetted</p>

		Holidays. Compensatory leave in such cases shall be at the discretion of the competent authority.
13.	Confidentiality and secrecy	<p>During the period of assignment with DAHD, the consultant would be subject to the provisions of India Official Secret Act, 1923 and will not divulge any information gathered during the period of his/her assignment to anyone who is not authorized to know the same.</p> <p>Selected candidates shall provide integrity certificates from 2 references known to them.</p> <p>A self-undertaking shall be provided by the candidate to the effect that no criminal record or criminal case in any court is pending against him/her.</p>


 (Ajai Kumar Yadav)
 Officer Incharge

27/06/25

**APPLICATION FOR THE CONSULATANT AT CCBF, ALAMADHI, CHENNAI FOR
COMPLIANCE OF HON'BLE SUPREME COURT ORDER BIO-DATA**

Passport-size
Photo of
applicant with
cross signature

SLN	Details	Description
1.	Name	
2.	Last Basic pay and date of entry in Government Service along with a complete copy of PPO to be enclosed.	
3.	Date of Birth	
4.	Correspondence Address	
5.	Contact number/ Mobile number	
6.	Email ID	
7. *	Educational Qualifications	
8. *	Professional qualification and experience in relevant field	
9.	Current work profile	
10.	Additional information	

*Separate sheet may be attached if required. Self-attested copies of certificates should be enclosed.

Place:

Date:

(Signature of applicant)