

No. A-43011/16/2023-Admin_1 (E-24949)
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Animal Husbandry and Dairying
Establishment (HQs)

Krishi Bhawan, New Delhi – 110001
Dated, the 23rd March, 2026

CIRCULAR

Subject: Engagement of three Consultants on contractual basis in the Department of Animal Husbandry and Dairying - reg.

The undersigned is directed to say that the Department of Animal Husbandry and Dairying proposes to engage three Consultants on contractual basis. Officials retired from the post upto the level of Director (Level-13 as per 7th CPC) or equivalent from the Government of India, State Governments, Attached/Sub-ordinate offices of the Government of India having working experience in the relevant fields are eligible to apply for the position of Consultants. The details of the three posts advertised are enclosed as Annexure-I. However, the number of posts being advertised may change depending upon the functional requirements of the Department and based on the number of applications received or candidates found suitable.

2. 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. The short-listed candidates will be considered for engagement as per functional requirements of the Department.

3. Interested and eligible applicants may submit their particulars "*strictly as per the enclosed format (Annexure-II) along with CV, PPO copy and relevant documents*" to the **Establishment (Hqrs.) Section, Department of Animal Husbandry and Dairying, Room No. 435, 4th Floor, Krishi Bhawan, New Delhi-110001** latest by **7th April, 2026**. The applications received after the due date shall not be considered.

4. The Department of Animal Husbandry and Dairying reserves the right to accept or reject any application without assigning any reasons. Incomplete applications shall be rejected.

Encl: As above.


23/03/2026

(Pankaj Kumar Sinha)

Under Secretary to the Government of India

To,

i. All the Ministries/Departments of Government of India.

ii. The Director (CS-I Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi - with a request to upload the same on DoP&T's website.

iii. NIC with a request to upload this circular on the website of this Department.

पंकज कुमार सिन्हा / PANKAJ KUMAR SINHA
अवर सचिव / Under Secretary
भारत सरकार / Government of India
मत्स्य, जल, पशुपालन और डेयरी मंत्रालय
Ministry of Fisheries, Animal Husbandry & Dairying
पशुपालन और डेयरी विभाग
Krishi Bhawan, New Delhi-110001

ADVERTISEMENT FOR THE THREE POSTs OF CONSULTANTS

1.	No. of consultants to be engaged	Three Consultants to be engaged on contractual basis for various areas of specializations.
2.	Eligibility	Candidates retired from the post upto the level of Director (upto Level-13 as per 7th CPC) or equivalent from the Government of India, State Governments, Attached/Sub-ordinate offices of the Government of India are eligible to apply.
3.	Period of engagement	<p>The term of engagement shall ordinarily be for an initial period of one year which is extendable by one more year subject to functional requirements of the Department and in line with DoE's O.M. dated 09.12.2020.</p> <p>The engagement of the contractual position may be terminated by the competent authority without assigning any reason or notice. However, Consultant will have to give 30 days advance notice before resigning from the engagement otherwise remuneration will be proportionately deducted in case of short period notice.</p>
4.	Leave	<p>Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed.</p> <p>Un-availed leave in a year cannot be carried forward to next calendar year. Un-availed leave cannot be en-cashed.</p>
5.	Working hours	<p>The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday 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.</p> <p>No extra remuneration or fee would be payable if work required late sitting or coming on holidays.</p>
6.	Age limit	As per DoE's O.M. dated 9.12.2020.

Sankarj

7.	Remuneration	<p>(I) In case of Retired Government Employees:</p> <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 be 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 OM 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> <p>(II) In the case of Central Government retirees under NPS:</p> <p>i. As per DoE OM dated 18.10.2023, an amount equivalent to 30% of the last basic pay drawn at the time of retirement shall be deducted from the last basic pay, and the balance amount shall be fixed as the monthly remuneration.</p> <p>ii. In respect of all other matters contained in para 5,6,3,7,8,9 of the Department of Expenditure's O.M No. 3-25/2020-E.IIIA dated 09th December, 2020 shall equally apply in all such cases.</p> <p>iii. 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 OM 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>iv. No other allowances such as HRA, residential accommodation, tuition fee reimbursement etc will be admissible.</p>
8.	Place of work	The Consultants selected will have place of posting at Krishi Bhawan/ Chanderlok Building, New Delhi-110 001.
9.	Method selection of	<p>(a) The scrutiny of the applications and selection of consultants will be carried out by a Selection Committee in DAHD.</p> <p>(b) The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.</p>



10.	Areas of specialization	<p>The interested candidates can apply for the following areas of specializations:-</p> <table border="1" data-bbox="705 152 1194 524"> <thead> <tr> <th>Area of specializations</th> <th>No. of posts</th> </tr> </thead> <tbody> <tr> <td>Consultant (Estb./Reservation)</td> <td>1</td> </tr> <tr> <td>Consultant (Cash/DDO)</td> <td>1</td> </tr> <tr> <td>Consultant (IC Division)</td> <td>1</td> </tr> <tr> <td>Total posts =</td> <td>3</td> </tr> </tbody> </table> <p>The number of posts listed above may change depending upon the functional requirements of the Department and based on the number of applications received or candidates found suitable.</p>	Area of specializations	No. of posts	Consultant (Estb./Reservation)	1	Consultant (Cash/DDO)	1	Consultant (IC Division)	1	Total posts =	3
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11.	Desirable	<p>Preference will be given to the candidates:-</p> <ul style="list-style-type: none"> • Who are proficient in working independently in MS Office and other computer applications. • Who have handled policy/administrative matters and related issues while in service. 										
12.	Essential requirements for each areas of specialization	<p>Consultant (Estb./Reservation)</p> <ol style="list-style-type: none"> Having sound knowledge of service rules and regulations viz. recruitment, appointment, preparation of reservation rosters, fixation of Pay, upgradation under MACP, disciplinary matters, retirement issues and other related matters of establishment/administration. Must also be conversant with court cases on service matters. Ability to use Internet/ Computer System/Eoffice is mandatory. <p>Consultant (Cash/DDO)</p> <p>At least three years' of experience of working in Cash Section or as a DDO in Central Government Ministry/Department.</p> <p>Consultant (IC Division)</p> <p>Candidates having 3 year's of experience of handling the IC division in their career or the candidates who have retired from the Ministry of External Affairs, Gol from Level-8 and above.</p>										

Sanjay

APPLICATION FORM FOR THE POST OF CONSULTANT ON CONTRACT BASIS IN THE MINISTRY OF FISHERIES, ANIMAL HUSBANDRY AND DAIRYING (DEPARTMENT OF ANIMAL HUSBANDRY AND DAIRYING)

I. Personal Details:

1	Post applied for-	
2	Name of the applicant (Block Letters)	
3	Father's / Husband's name	
4	Date of birth (DOB)	
5	Nationality	
6	Permanent address	
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

I, solemnly affirm that the 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 with date

Additional terms and conditions for engagement of consultants

Consultancy terms and conditions

1 Legal Status: The Individual Consultant shall have the legal status of an independent Consultant vis-à-vis DAHD and shall not be regarded, for any purposes, as being either a "staff" of DAHD, or an "official" of DAHD. Accordingly, nothing within or relating to the Consultancy Contract shall establish the relationship of employer and employee, or of principal and agent, between DAHD and the Individual Consultant.

2 Standards of Conduct:

2.1 The Individual Consultants shall neither seek nor accept instructions from any authority external to DAHD in connection with the performance of their obligations under the Consultancy Contract. The Individual Consultants shall not take any action during their engagement in respect of the performance of the Contract or otherwise related to their obligations under the Contract that may adversely affect the interests of DAHD. The Individual Consultants shall perform their obligations under the Consultancy Contract with the fullest regard to the interests of DAHD. The Individual Consultants are enjoined not to offer any direct or indirect benefit arising from or related to performance of the Contract or the award thereof the Consultancy engagement to any representative, official, employee or other agent of DAHD. The Individual Consultants shall comply with all laws, ordinances, rules and regulations bearing upon the performance of their obligations under the Consultancy Contract. In the performance of the Consultancy Contract, the Individual Consultant shall comply with the Standards of Conduct. Failure to comply with the same is grounds for termination of the Consultancy Contract governing the Consultancy.

2.2 Prohibition of Sexual Exploitation and Abuse:

During the performance of the Consultancy Contract, the Individual Consultants shall comply with the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and any amendment in the law made consequently read with any rules or regulations issued in this regard by Government of India. Violation of the said provisions will constitute a breach of the terms of the Consultancy Contract and will attract penal provisions, including the termination of the contract. In addition, nothing herein shall limit the right of DAHD to refer any alleged breach of the foregoing standards of conduct to the relevant statutory authorities for appropriate legal action.

3 Title Rights, Copyrights, Patents and Other Proprietary Rights:

3.1 Title to any equipment and supplies that may be furnished by DAHD to the Individual Consultants for the performance of any obligations under the Consultancy Contract shall rest with DAHD, and any such equipment shall be returned to DAHD at the conclusion of the Consultancy Contract or when no longer needed by such Individual Consultant. Such equipment, when returned to DAHD, shall be in the same condition as when delivered to the Individual Consultant, subject to normal wear and tear, and the Individual Consultant shall be liable to compensate DAHD for any damage or degradation of the equipment that is beyond normal wear and tear.

3.2 DAHD shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the Individual Consultant has developed for DAHD under the Consultancy Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Consultancy Contract, and the Individual Consultant acknowledges and agrees that such products, documents and other materials constitute works made during the engagement for DAHD. Subject to the foregoing provisions, all maps, drawings, photographs,

mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Individual Consultant under the Consultancy Contract or as result of such Consultancy Contract shall be the property of DAHD that shall be made available for use or inspection by DAHD at reasonable times and in reasonable places. It shall be treated as confidential and shall be delivered only to DAHD's authorized officials on completion of work under the Consultancy Contract.

4 Confidential Nature of Documents and Information: The Individual Consultant shall be subject to the provisions of the Indian Official Secrets Act, 1923. The Individual Consultants shall not, except with the previous sanction of DAHD or in the bona fide discharge of their duties, publish a book or a compilation of articles or participate in TV/Radio broadcast/ Social Media or contribute an article or write a letter in any newspapers or periodical either in their own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter relates to subject matter assigned to them by DAHD. The Individual Consultant is prohibited from sharing any material (as described in Para 3.3.2 above) that was created as part of the Consultancy or received during the engagement at the DAHD from external agencies or from within DAHD. In the event of premature termination or completing the Consultancy Contract, the Individual Consultant shall duly handover all related documents, communications, reports etc. to the reporting officer, while, the obligations of the provisions of The Official Secrets Act, 1923 shall remain effective for all intents.

5 Use of Name, Emblem or Official Seal of the DAHD: Individual Consultants shall not advertise or otherwise make public for purposes of commercial advantage that a contractual relationship exists with DAHD, nor shall the Individual Consultants, in any manner whatsoever, use the name, emblem or official seal of DAHD, or any abbreviation of the name of DAHD, in connection with any business or otherwise without the written permission of DAHD.

6 Insurance: The Individual Consultants shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of their obligations under the Consultancy Contract, as well as for arranging, at their own expense, such as life, health and other forms of insurance as the Individual Consultant as they may consider appropriate to cover the period during which they are engaged.

7 Travel, Medical Clearance and Service incurred Death, Injury or Illness:

7.1 DAHD may require the Individual Consultant to submit a Statement of Good Health from a registered physician prior to commencement of work in any offices or premises of DAHD.

7.2 In the event of the death, injury or illness of any Individual Consultant which is attributable to the performance of engagement on behalf of DAHD under the terms of the Consultancy Contract while the Individual Consultant is traveling at the expense of DAHD or is performing any responsibilities under the Consultancy Contract in any offices or premises of DAHD or Government of India, the Individual Consultant or the Individual Consultant's dependents, as appropriate, shall not be entitled to any compensation.

8 Force Majeure and other Conditions:

8.1 Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of any Individual Consultant.

8.2 The Individual Consultants acknowledge and agree that, with respect to any obligations under the Consultancy Contract that they must perform in or for any areas in which DAHD is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations. Any delay or failure to perform such obligations arising from or relating to harsh

conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Consultancy Contract.

9 Termination: The DAHD can terminate the Consultancy Contract at any time without prior notice and without providing any reason for it. DAHD reserves the right to terminate the services of an Individual Consultant at any stage, in the event of a serious failure in the performance of the assigned task or in the case of a failure to observe the prescribed standards of conduct as set out in para 3.2 of these Guidelines. However, in the normal course, DAHD will provide one month's notice to the Individual Consultant. The Individual Consultant can also seek for termination of the Consultancy Contract upon giving one month's notice to the DAHD.

10 Audits and Investigations: Each invoice paid by DAHD shall be subject to a post-payment audit by auditors, whether internal or external, of DAHD or by other authorized and qualified agents of DAHD at any time during the term of the Consultancy Contract and for a period of two (2) years following the expiration or premature termination of the Consultancy Contract. DAHD shall be entitled to a refund from the Individual Consultant for any amounts shown by such audits to have been paid by DAHD other than in accordance with the terms and conditions of the Consultancy Contract. The Individual Consultant acknowledges and agrees that, from time to time, DAHD may conduct investigations relating to any aspect of the Consultancy Contract or the award thereof, the obligations performed under the Consultancy Contract, and the operations of the Individual Consultant generally relating to performance of the Consultancy Contract. The right of DAHD to conduct an investigation and the Individual Consultant's obligation to comply with such an investigation shall not lapse upon expiration or premature termination of the Consultancy Contract. The Individual Consultant shall provide full and timely cooperation with such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Individual Consultant's obligation to make available such personal and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to DAHD access to the Individual Consultant's premises at reasonable times and on reasonable conditions in connection with such access to the Individual Consultant's personal and relevant documentation.

11 Settlement of Disputes: DAHD and the Individual Consultant shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Consultancy Contract or the breach, termination or invalidity thereof. Work related grievances, if any, should be processed as per the redressal mechanism established at DAHD.

12 Governing Law: The Consultancy shall be governed by the laws of India and is subject to the exclusive jurisdiction of the Courts at Delhi.

13 Conflict of Interest: The Individual Consultants shall be expected to follow all the rules and regulations of the Government of India which are in force. They will be expected to display utmost honesty, secrecy of office and sincerity while discharging their duties. In case the services of any Individual Consultant are not found satisfactory or found in conflict with the interests of the DAHD/Government of India, his/her engagement will be liable for discontinuation without assigning any reason
