

F. No. 50016/20/2020 Admn I (e-16245)
Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Fisheries

1st Floor, Chander Lok Building, Janpath, New Delhi
Dated the 23 June, 2025

CIRCULAR

Sub: Engagement of 01 Consultant in the Department of Fisheries – reg.

The Department of Fisheries invites applications for the engagement of 01 Consultant from retired Government Servants (US/SO/ASO) purely on contract basis. The details regarding eligibility criteria, terms of reference, etc., are as under:

Name of the Post	Requirement	Qualification
Consultant (Establishment)	1	<p>- Should have retired from the post of US/SO/ASO or equivalent from a Central Government office.</p> <p>- Desirable: Graduation in any discipline from a recognised university.</p> <p>Experience in: Establishment, Cash & Accounts, General Administration, Coordination, Parliament, Budget, RTI and Protocol of Central Ministries/Departments.</p> <p>Knowledge of: e-office, noting/drafting, PFMS, Bhavishya, GeM and Taxation portal.</p>

2. The terms and conditions of engagement of these Consultants would be guided by the Department of Expenditure OM No. 3-25/2020-E.II A dated 09.12.2020.

3. The engagement will be purely on contract basis and initially for a period of one year; tenure may be extended subject to essential review.

4. Retired Government officers/officials who are eligible and willing to accept the terms and conditions as at Annexure I may send applications by Post/E-Mail with duly filled Bio-data (Annexure II) along with a copy of the PPO/Pensioner card to the undersigned or email at **admn-fishery@dof.gov.in** within **21 days** from the date of issuance of this Circular. Shortlisted candidates will be required to attend an interaction, the details of which will be informed to the applicant.


(A K Singh)

Under Secretary to the Government of India

Tele: 011-2331 0374

Email: admn-fishery@dof.gov.in

To:

1. NIC, Department of Fisheries, Krishi Bhawan, New Delhi – with a request to upload the same on the Department website.
2. The Under Secretary (CS-I), Department of Personnel & Training, Lok Nayak Bhawan, New Delhi – with a request to upload the same on the DoPT website for wider publicity.

GENERAL TERMS AND CONDITIONS

1. The engagement will be purely on contract basis and will be attached in Department of Fisheries located in New Delhi. He/She would be reporting to an SO/US level officer as per the direction of the competent authority.
2. The applicant should have retired from Central Govt. Ministries/Departments or its attached/subordinate office. He/She may preferably be a resident of Delhi/NCR only.
3. The consultant will not be entitled for any kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, transport facilities and staff car.
4. The engagement period for the consultant would be initially for a period of one year or till the post is regularly filled, whichever is earlier. This period may be extended or curtailed subject to review, at the sole discretion of this Department. The applicant shall not exceed the age of 64 years.
5. The Consultant shall be eligible for 08 days leave during the calendar year. This leave will not be carried forward in case the engagement period is extended by this Department. Also, no payment in lieu of un-utilized leaves will be paid by this Department at the time of expiry of contract.
6. The candidate will be required to sign a non-disclosure undertaking and declaration for abiding by the Code of Integrity for Public Procurement (CIPP).
7. The Department may terminate the services of Consultants in case he/she is unable to achieve the assigned works within the time-frame or the work assigned to him/her is not satisfactory to the Department or he/she is found to be lacking in honesty and integrity.
8. The Department shall also reserve the right to terminate the services of Consultant at any time without giving any notice and also without assigning any reason. The engagement of consultant will not confer any right on the part of individual for permanent appointment to the post.
9. The Consultant may be called to the Office on Saturdays, Sundays and other Gazetted Holidays or may be asked to sit late in the office after office hours, in case of exigency of work. No extra allowances will be permissible for the same.
10. The Consultant shall continue to draw pension and dearness relief on pension, if any, during the period of their engagement as Consultant. The engagement as Consultant shall not be considered as a case of re-employment.
11. Consultant will not be allowed any foreign travel at Government expenses.
12. An appropriate and fixed amount of Transport Allowance for the purpose of commuting between residence and place of work shall be allowed not exceeding the rate applicable to him at the time of retirement. The amount so fixed shall remain unchanged during the term of engagement.
13. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have wilfully suppressed any material information, he will be liable for removal from engagement service and such other action as Government may deem necessary.

ANNEXURE-II

Application for engagement as Consultants in Department of Fisheries, New Delhi

To

The Under Secretary (Admin.),
Department of Fisheries,
1st Floor Chander Lok Building,
36 Janpath, New Delhi.

Sir,

In pursuance of Circular No. 50016/20/2020 Admn I (e-16245) dated 23 June, 2025, please accept my application for engagement as Consultant in the **Department of Fisheries**, Ministry of Fisheries, Animal Husbandry and Dairying. My details are given below:

CURRICULUM VITAE

Sl. No.	Particulars	To be filled by the applicant
1.	Name (in Block Letters)	
2.	Father's / Husband's Name	
3.	Date of Birth	
4.	Telephone / Mobile No.	
5.	Email Address	
6.	Address for communication	
7.	Permanent Address	
8.	Present Age (YY/MM)	
9.	Post from which retired	
10.	Date of Retirement	
11.	Name of the Ministry/Department from where retired	
12.	Last Pay Drawn (Basic + GP or Level/Index) (LPC may be enclosed)	
13.	Educational / Technical Qualification	
14.	Nature of duties attended while in service*	
15.	Computer Knowledge	Word / Excel / PowerPoint
16.	Have you worked as Consultant or presently working as Consultant? If yes, details of office, remuneration	

Sl. No.	Particulars	To be filled by the applicant
	etc.	
17.	Any other information justifying your engagement as consultant	

*Attach separate sheet, if necessary.

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and if any information is found to be incorrect/incomplete, my candidature is liable to be rejected. I further declare that I was clear from vigilance angle at the time of my retirement. No disciplinary or judiciary action is pending against me as on date. I have read the circular and ready to accept the terms and conditions of engagement.

Place:

Date:

(Signature)