

**Small Farmers' Agri-Business Consortium,  
NCUI Auditorium Bldg., 5<sup>th</sup> Floor, 3, Siri Institutional Area,  
August Kranti Marg, Hauz Khas, New Delhi-110016  
Tel:91-11-26966017, 26966037 Fax:91-11-26862367  
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No.SFAC/1-3/39/2020-Admn.

Dated: 22.12.2020

**Subject: Engagement of Retired Government Employees as Consultant in SFAC – Reg.**

Small Farmers' Agribusiness Consortium (SFAC) is autonomous body under Department of Agriculture, Cooperation and Farmers' Welfare, Ministry of Agriculture and Farmers Welfare, Government of India. SFAC is promoting FPO formation and implementing various centrally sector schemes like EGCGFS, VCA and formation and promotion of 10,000 FPOs Scheme for undertaking agribusiness and agro processing activities by FPCs and agripreneurs for promoting private investment and backward farmers linkage of small and marginal farmers.

2. Applications are invited individually for engagement of one post of Consultant for Administration/Establishment on contract basis for a period of one year in SFAC from the date of engagement, which can be extended as per requirement of SFAC and performance of the Consultant. The details of position, eligibility criteria, age limit (as on closing date of submission of application) are as under:

Name of the position	No. of positions	Eligibility Criteria	Maximum Age Limit	Consolidated Remuneration
Consultant for Administration/ Establishment	One	(i) An officer retired from Govt. Service who has rendered at-least five years service in pre-revised Pay Band 3 (Rs.15600-39100) plus Grade Pay Rs.5400/- (Level 10 in the Pay Matrix of 7 <sup>th</sup> Pay Commission) or above. (ii) Bachelor's degree of a recognized University. (iii) Having experience of 3 yrs. in General Administration, Establishment, Co-ordination, Procurement, IT related work.	65 years	Rs.45,000/- to Rs.55,000/-

3. The application (Annexure-II) duly filled along with self-attested supporting documents in respect of educational qualification and experience and acceptance of the Terms of Reference as in Annexure - I for Consultant for Administration/ Establishment to Deputy Director (Admn), Small Farmers' Agri-Business Consortium, NCUI Auditorium Bldg., 5th Floor, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016. The last date of submission of Application is 30 days from the issue of this Circular.

4. The Terms of Reference (TOR) and Application Form in Annexure-I & II are attached. The Selection of Consultant shall be based on the qualification, experience and personal interview at SFAC. The SFAC reserves the right to accept or reject responses without assigning any reasons whatsoever. The decision of Managing Director, SFAC in this regard will be final.

(Dr. Sumathi S.)  
Deputy Director (Admn.)  
Telephone No.011-26966017/37

**TERMS OF REFERENCE FOR CONSULTANT FOR ADMINISTRATION I ESTABLISHMENT**

1. Basic Requirements: The Consultant for Administration/ Establishment shall be independently responsible for all administrative nature of work such as Noting, Drafting, Examination of case, Tender related work and any other such work assigned to him time to time by the competent authority. The Consultant shall execute and perform the tasks assigned to him with due diligence and according to the best of their intelligence, skill and ability on the direction of his controlling officer with whom he would be attached.
2. Office Timings & Working days: The consultant would follow working office hours from 09.00 AM to 05.30 PM. The Consultant usually has to attend office from Monday to Friday but if required, he can be called for duty on any day such as Saturday, Sunday, holiday including Gazetted Holiday or beyond working hours without any extra remuneration.
3. Admissible leave:
  - a) The Consultant will be eligible for one day leave in month as per general terms and conditions for contractual engagement. No leave of any other kind will be admissible. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultant.
  - b) The leave will be carried over to the next month subject to maximum of 12 days leave during the entire contract period which will lapse on the last day of the contract. The leave can be availed with approval of Competent Authority in advance in writing or in electronic medium.
4. Assignment (s) other than SFAC during the period of contract: The Consultant shall not take up any other assignment of any nature during his period of engagement in SFAC that harms the interest of SFAC.
5. Conduct & Integrity: The Consultant shall be abided by the rules and provisions contained under the Central Civil Services (Conduct) Rules, 1964 and maintain discipline and absolute integrity in his conduct during the period of his engagement in SFAC. The applicant shouldn't have been retired as a matter of punishment and should not have any crime record. The Consultant should maintain confidentiality of the work carried out by them. The Consultant shall be bound to hand-over the entire set of records of assignment to SFAC before the expiry of the contract and before the final payment is released by SFAC.
6. Termination of Engagement: The engagement shall automatically stand terminate at the end of the period unless extended by SFAC, on mutual consensus by both the parties. The SFAC may terminate the contract of consultancy under any condition as mentioned below:
  - (a) The Consultant is unable to address the assigned works;
  - (b) Quality of the assigned works is not to the satisfaction of the SFAC;
  - (c) The Consultant fails in timely achievement of the target as finally decided by the SFAC;
  - (d) The Consultant is found lacking in honesty and integrity;

- (e) The contract can be terminated by giving one month notice by either side. In the event of premature termination of contract without advance notice of one month, an amount of remuneration equivalent to 15 days of consultant's remuneration shall have to be given by the SFAC or to the SFAC by the consultant as the case may be. In the event of termination of the agreement, the remuneration will be paid on pro-rata basis as per attendance during the notice month.
- (f) The termination of contract must be got approved by the competent authority of SFAC after obtaining proper "No Objection" and "No Dues" certificates from all officers concerned in SFAC.
- (g) The termination will be without prejudice to either party's rights accrued before termination.
- (h) If any declaration/ information furnished by the consultant is found false or found to be willfully suppressed any material fact (s), he/she will be liable for termination of contract including any administrative and/or legal action as SFAC may deem fit.

7. Jurisdiction: The decisions of the Managing Director, SFAC shall be final and binding on the consultant. In the event of any dispute the jurisdiction of Courts in Delhi only shall be applicable.

8. Disclaimer: The Consultant shall not be eligible for any claim or any other benefit/compensation under provisions of any Act/Rules applicable to regular government employees. The engagement does not grant the Consultant any right for future employment/regularization in SFAC or any benefits admissible to the employees of SFAC. The Consultant shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the SFAC employees on regular basis.

**(Name & Signature of the Applicant)**

Application for the post of Consultant in  
Small Farmers' Agribusiness Consortium (SFAC)

1. Name of the Applicant
2. Father's Name
3. Date of birth
4. Address
5. Mobile Number
6. E-mail Id
7. Nationality
8. Education qualifications



(a) Academic

S.No.	Examination	Passing Year	University/ Institute

(b) Professional if any:

9. Details of past service:

S.No.	Period	Designation	Ministry/ Department	Nature of Duties

10. Other Experience, if any (Please attach separate sheet if required)
11. Last Office from which retired:
12. Designation at the time of retirement:
13. Last Pay drawn and Grade Pay at the time of retirement:
14. Any other information you may like to give
15. List of enclosures

**(Declaration)**

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete OR ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision taken by SFAC. I have read this circular and ready to accept the terms and conditions for engagement as Consultant for Administration/Establishment as mentioned in Annexure-I.

Name and Signature of Applicant

Place:

Date :

Application duly filled in (Annexure-I) along with requisite self attested copies of Certificates as listed above may please be sent to the Deputy Director (Admn.) before last date:-

- (a) Pension Payment Order (PPO)
- (b) Date of Birth Certificate
- (c) Service and Experience Certificate(s)
- (d) Certificates of Educational & Professional Qualification(s)
- (e) Copy of Identity Card issued by the employer at the time of retirement.
- (f) Latest Pay Certificates as on date of retirement.