

**Small Farmers' Agri-Business Consortium,
NCUI Auditorium Bldg., 5th Floor, 3, Siri Institutional Area,
August Kranti Marg, Hauz Khas, New Delhi-110016
Tel:91-11-26966017, 26966037 Fax: 91-11-26862367
Email: sfac@nic.in, Web: sfacindia.com**

No.SFAC/1-3/7/2018-Admn.

Dated: 23.07.2018

Subject: Engagement of Retired Under Secretary/ Deputy Secretary as Consultant at respective level in the 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 sponsored schemes like ECGFS, VCA for undertaking agribusiness and agro processing activities by FPCs and agripreneurs for promoting private investment and backward linkage of small and marginal farmers.

SFAC is proposing to engage one consultant at the level of Under Secretary/ Deputy Secretary for a period of one year from the date of engagement and which may be further be extended based on requirement and performance review. Accordingly, applications are invited from retired Government employees who fulfill the following eligibility conditions:-

- i) Must have retired from Central Government Service at the level of Under Secretary/ Deputy Secretary
 - ii) The upper age limit should not exceed 63 years as on the last date of submission of application for the post.
 - iii) Well acquainted with the functioning of Government/ Ministries/ Autonomous bodies.
 - iv) Must be well aware of various rules & regulations of Govt. of India, capable to handle administrative/ establishment matters (including General Administration), framing of Rules, Regulation, reviewing cadre and recruitment rules, Vigilance matters Court cases, Parliament Questions and related matters, RTI, Public Grievances, e-procurement matters, GeM, hiring of consultancy services, compliance under societies registration act, organizing EC/BoM/AGM meetings, framing tender documents for outsourcing of services, AMCs and others, framing of guidelines for Record classification, inventory management, and retention period of old records. Any other related matters.
 - v) Must have working knowledge of computer.
2. The engagement of Consultant shall be subject to the following Conditions:-
- a) The retired Government servant himself should apply expressing clearly his willingness for his engagement as consultant stating his suitability for the board nature of work.
 - b) The person must be able to work in MS Word, Power Point and should be proficient in noting, drafting and examining proposals.

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- c) The consultant should not be entitled for any kind of allowances and residential accommodation except those specified in this circular.
- d) The engagement of the Consultant will be purely on Contract basis.
- e) The candidate will be required to sign a non-disclosure undertaking.
- f) The Headquarters of consultant will be at Delhi.
- g) The engagement shall be initially for a period of six months, which may be extended subject to the approval of the competent authority.
- h) Working hours shall normally be from 9:00 am to 5:30 p.m. during working days including half an hour lunch break in between. However, in exigencies of work they may be required to sit late and they may be called on Saturday/ Sunday and other Gazetted holidays.
- i) The retired official on his engagement as consultant may be allowed leave at the rate of 12 days in each calendar year. To perform outstation duties TA/DA as per his entitlement before his retirement will be paid or as per SFAC rules.
- j) The services of consultant can be terminated at any time without assigning any reason whatsoever. However, if the consultant is not willing to continue for office. The decision of Managing Director shall be the final in all respects.
- k) Remuneration the consolidated fee/ remunerations for the consultants shall from Rs.50,000 to 60,000 plus TA of Rs.5,000/- depending on the position held at the time of retirement and relevant experience.
- l) SFAC reserves the right to decide to cancel this advertisement and not to proceed in the matter at any stage and accept or reject any or all applications, without giving any explanations, whatsoever.

3. The persons who fulfill the eligibility criteria and are willing to offer their services as consultant may submit their application in the prescribed Performa (enclosed) latest by **13th August 2018** to Managing Director, Small Farmers' Agribusiness Consortium, NCUI Auditorium Building, 5th Floor, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi, 110016.

APPLICATION FOR ENGAGEMENT AS CONSULTANT
 Small Farmers' Agribusiness Consortium
 Ministry of Agriculture and Farmers Welfare
 Govt. of India

Recent passport size
 photograph to be
 pasted here

1. Name
2. Date of birth
3. Contact Number (Mobile)/ email
4. Address of Communication
5. Date of joining in Government Service
6. Dated of retirement
7. Name of the Ministry/ Department
 From which retired
8. Last pay drawn (as per 6th CPC)
 (Copies of LPC and PPO should be enclosed)
9. Grading of last Five Year ACR

Year	Grading

10. Education qualifications
11. Details of knowledge in computer
12. Brief particulars of Experience (in the Grade of Under Secretary/Deputy Secretary)

Post held	From	To	Ministry/ Department	Subject handled (in brief)

Name and Signature of Applicant

Place:

Date :