

गेहूँ विकास निदेशालय

Directorate of Wheat Development

भारत सरकार, कृषि एवं किसान कल्याण मंत्रालय

Government of India, Ministry of Agriculture & Farmers Welfare

(कृषि एवं किसान कल्याण विभाग)

(Department of Agriculture & Farmers Welfare)

प्लॉट नं 86, सांस्थानिक क्षेत्र, गुरुग्राम, हरियाणा-122015

Plot No. 86, Institutional Area, Sector-18, Gurugram, Haryana-122015

Tel./Fax-0124-2399258, 2972974 (O), E-mail: dwd@nic.in, dwd.wheat@gmail.com



F. No. - 4-12/2020/Admn. / 258

Dated : 17.01.2024

To,

The Under Secretary (CA-III)  
Government of India  
Ministry of Agriculture & Farmers Welfare  
Department of Agriculture & Farmers Welfare  
Crops Division, Krishi Bhawan, New Delhi-110001.

**Subject: - Uploading of Advertisement and Term of Reference for engagement of Consultant and Technical Assistant on contractual basis in the Directorate of Wheat Development, Gurugram (Haryana) under National Food Security Mission (NFSM) on websites of DA&FW and Portal -reg.**

Sir


As per the provision in the Re-vamped NFSM Operational Guidelines 2019-20, and in pursuance to Ministry's letter No. 21-1/2018-NFSM (CA-V) dated 10<sup>th</sup> October, 2018 and letter No. 21-2/2019-NFSM (CA-V) dated 18<sup>th</sup> October, 2023, applications are invited from the interested candidates for engagement of **Consultant and Technical Assistant** purely on contractual basis in the Directorate of Wheat Development, Gurugram (Haryana) under National Food Security Mission (NFSM) for monitoring of NFSM activities during the year 2023-24 against the vacant post.

In this regard, notice for advertisement along with application form and term of reference has been prepared for publication in the Employment News. The same has to be uploaded on the **websites of DA&FW (<https://www.agricoop.nic.in/>)** as well as **NFSM Portal (<https://nfsm.gov.in>)** and also has to be put on **Notice board of DA&FW**. The last date of application will be 15 days after publication in the employment news.

It is, therefore, requested to kindly advise to NFSM programmer to upload the advertisement along with application form and term of reference on official websites of DA&FW and NFSM at the earliest. It is also requested to kindly arrange to put the same on the notice board of DA&FW, Krishi Bhawan so as to ensure the wide publicity.

Encl as stated.

Yours faithfully

  
(B. K. Srivastava)  
Director

KV

*Pl. do the needful*  
29/01/24





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Government of India, Ministry of Agriculture & Farmers Welfare  
(कृषि एवं किसान कल्याण विभाग)  
(Department of Agriculture & Farmers Welfare)  
प्लॉट सं86, संस्थानिक क्षेत्र, सेक्टर18-, गुरुग्राम 122015-हरियाणा  
Plot No 86, Institutional Area, Sector-18, Gurugram -122015 (Haryana)  
Tel./Fax-0124-2399258 (Dir.), E-mail: dwd@nic.in, dwd.wheat@gmail.com



F. No. 4-12/2020/Admn./

Dated: 17.01.2024

**Advertisement for Engagement of a Consultant purely on contract basis under NFSM Scheme during 2023-24 initially up to 31.03.2024 in the Directorate of Wheat Development, Gurugram.**

The detailed Terms of Reference for engagement of Consultant on contractual basis enumerating the general conditions, required qualifications and experience and charter of duties required to be performed by the selected candidate against the post is given below.

**Terms of Reference (ToR)**

*As per the provisions in the Re-vamped NFSM Operational Guidelines 2019-20, and in pursuance to Ministry's letter No. 21-1/2018-NFSM (CA-V) dated 10th October, 2018 and letter No. 21-2/2019-NFSM (CA-V) dated 18<sup>th</sup> October, 2023, applications are invited from the interested candidates for the engagement of one (01) consultant purely on contractual basis in the Directorate of Wheat Development, Gurugram (Haryana) for working under National Food Security Mission (NFSM) for financial year 2023-24 initially up to 31.03.2024 with the following terms & conditions:-*

**1. Duties for the post: -**

- i. To provide technical support to the Director/officers of the Directorate on matters related to interventions of the Mission.
- ii. To examine action plans and to develop standardized formats for components of action plans.
- iii. To assist States in planning, formulation of NFSM action plans, whenever required.
- iv. To provide technical assistance to NFSM staff in scrutinizing the action plans received from the States.
- v. To monitor the quality of implementation of various interventions proposed in the Mission for improving the production of NFSM Crops.
- vi. Development of Seed rolling plan for NFSM districts in consultation with SAUs, State Seed Corporation & State Agriculture Department.
- vii. Monitoring the implementation of DBT in Assigned States.
- viii. Development of technical literature/ extension materials for farmers & extension workers.
- ix. Analysis of yield advantage attributable to improved practices/ technology with due consideration to seasonal weather conditions, incidence of pest & diseases, soil conditions etc. and reporting the same to the Directorate.

*[Handwritten Signature]*



- x. Updating of package of practices and identification of promising crop varieties/ hybrids of mandated crops and making the same available to the Directorate.
- xi. To assist Director and other officers of Directorate in synchronizing and synergizing with other divisions of DA&FW; State Agriculture Departments; State Agricultural Universities; ICAR research institutions and other stake holders on technical front.
- xii. To facilitate in formation of teams for monitoring the progress of works in the Assigned States and providing technical guidance to them in monitoring and evaluation.
- xiii. To analyze the data received from various States and to come up with suggestions wherever improvements are required in the execution of the activities.
- xiv. Documentation of contribution of various interventions of cluster demonstration and assisting the Directorate in preparation of success stories.
- xv. To render overall help to the technical staff working in the Directorate.
- xvi. To perform other tasks specified by Director, Directorate of Wheat Development.

**2. Educational Qualification/ Experience required for Consultant: -**

- i. Master Degree in Agronomy/ Agriculture Extension / Soil Science / Plant Breeding / Crop Improvement/Plant Protection / or any other agricultural subject / or M. Tech in Agricultural Engineering or other discipline of agricultural sciences.
- ii. At least 8 years of field experience in crop production / mechanization or working as Technical Assistants at National Level and State / District Consultant. Doctorate Degree holders in the field of Agricultural Sciences may be given preference.
- iii. Ability to analyze data and preparation of projects, writing reports/seminar notes/articles as evident by publication in national and international journals.
- iv. The person should have the ability of team leadership & motivation.

**3. Remuneration of Consultant: -** The Consultant will be engaged with a consolidated monthly remuneration of Rs. 65000/- + Rs. 3000/- travelling allowance. He/She will not entitle for any other allowances. However, he/she will be eligible for TA/DA for undertaking official tours/visits, if any, in connection with the implementation of the scheme at as per GOI rules equates to Grade "B' Gazetted Officers. **Retired Government candidate's honorarium payment will be subject to other terms and conditions of GOI as per Extant Rules.**

**4. Age Limit of Consultant: -** The age limit of consultant will be below 65 years. Age will be computed as on last date of application.

5. The interested candidates, may submit their type applications in the prescribed proforma as per *Annexure-I* (Self typed A4 size) in an envelope superscripted, "**Application for engagement as CONSULTANT on contract basis under NFSM**" which should reach by **Registered/Speed Post or by e-mail at [dwd@nic.in](mailto:dwd@nic.in) (in pdf format duly signed on each page) only** within 15 days from the date of publication of advertisement in Employment News Paper at the following address "The Director, Directorate of Wheat Development, Government of India, Ministry of Agriculture & Farmers Welfare, Department of Agriculture & Farmers Welfare, Plot No. 86, Institutional Area, Sector-18, Gurugram, Haryana-122015



6. Last date for receipt of applications is 15 days from the publication of advertisement in Employment News.

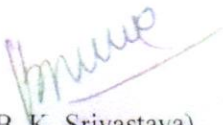
**7. Special Conditions:**

- i. The criteria of essential qualification, experience and age limit may be relaxed to suitable candidates/ experienced departmental candidates on the discretion of Screening/ Selection Committee.
- ii. Engagement of Consultant will be made purely on contractual basis initially up to 31.03.2024, which is extendable on the performance and continuation of scheme subject to orders issued time to time by the Ministry.
- iii. The engagement will not confer upon the concerned, any right for regularization of his/her service in the organization or any other agency in future.
- iv. If found guilty of any misconduct, the authority may terminate the engagement of the Consultant at any time without assigning any notice even before the expiry of the initial contract period.
- v. In case of unsatisfactory performance, the selected candidate will be given a notice of 30 days and his/her contract services will be terminated and offer may be given to next candidate on the panel.
- vi. In case employee wants to resign, he/she must serve 15 days' notice period in office fulfilling all duties.
- vii. The shortlisted candidates will be called for appearing in selection process & personal interview/ talk by the selection committee, whose decision will be final and abiding.
- viii. The shortlisted candidates will be informed about exact date and time of interview by electronic mode on e-mail /or mobile, for which the candidate should compulsorily mention their E-mail/ Contact/ Mobile No. in application form.
- ix. The shortlisted candidates called for personal interview shall be required to bring/ produce original certificates along with photocopies of educational qualification, experience, SC/ ST/ OBC/ PH certificates at the time of interview.
- x. No TA/DA will be admissible for attending interview.
- xi. The selected candidate will be given an offer of appointment asking him/her to report the duty after furnishing a non-disclosure undertaking.
- xii. The selected candidates shall be eligible for 8 days' leave in a calendar year on pro-rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid and any un-availed leave shall be lapsed.
- xiii. TDS as admissible shall be deducted from the monthly remuneration of the selected candidates. A TDS certificate shall be issued by the concerned DDO on demand.
- xiv. The engagement of a fresh candidate shall not confer any right for regular or continuous employment in the department and engagement of a retired employee will not be considered as a case of re-employment.
- xv. The Directorate of Wheat Development, Government of India, Ministry of Agriculture & Farmers Welfare, Department of Agriculture & Farmers Welfare

*[Handwritten signature]*

reserves the right to accept or reject any number of applications and withdraw any vacancy without assigning any reason.

- xvi. **Place of Posting:** - Directorate of Wheat Development, Plot No. 86, Institutional Area, Sector-18, Gurugram, Haryana-122015

  
(B. K. Srivastava)  
Director

ANNEXURE-I

Format of application for Consultant/Technical Assistant (NFSM) in the, Directorate of  
Wheat Development, Govt. of India, Ministry of Agriculture and Farmer Welfare  
Department of Agriculture & Farmers Welfare, Gurugram on contract basis

Post Applied for: \_\_\_\_\_

Recent passport  
size photograph

1. Full Name (in Block letters) :
2. Father's / Husband's name :
3. Date of Birth :
4. Contact details  
a. Address for communication :
- b. Telephone / Mobile no. :
- c. E-mail :
5. Age as on last date of application :
6. Whether SC/ST/OBC\* :
7. Whether physically handicapped\* :
8. Education & Technical Qualification \*

S. No.	Educational Qualification	Board/ University/ Institute	Division/ Grade/ Percentage	Year of passing
1.	Matriculation			
2.	Intermediate			
3.	Graduation			
4.	Post-Graduation			
5.	Ph.D.			
6.	Others, if any			



**Experience:**

S. No.	Organization	Post held	Period	Duties performed
1.				
2.				
3.				
4.				

10. Computer proficiency :

11. Foreign study tours/  
Assignments/ seminars etc. attended :

12. Time required for joining :

13. Publications if any :

14. List of enclosures :

**Declaration**

I hereby declare that the particulars furnished above are true, complete 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 of the Directorate of Wheat Development. I have read this circular and ready to accept all the terms and conditions of engagement.

**Signature**  
**(Full name of the applicant)**

**Place:**

**Date:**

\* Please attach photocopies of certificates and testimonials.