



INDIAN COUNCIL OF AGRICULTURAL RESEARCH

KRISHI BHAWAN: NEW DELHI-110 001

Advertisement No. CDN/02/2025

HIRING OF SENIOR CONSULTANT

ICAR (Hqrs.), New Delhi invites applications to hire services of 01 Senior Consultant (Editorial Work) to work in DKMA on purely contractual basis at emoluments of Rs. 70,000/- per month (with 3% annual increment after base year). The Senior Consultant will be hired initially for a period of one year and extendable by two more years on satisfactory performance.

Details of qualifications, job profile and other instructions are available at website www.icar.org.in and www.dare.gov.in. The duly filled in application along with self -attested copies of certificates must be sent to Section Officer, Coordination Section, Room No. 509, 5th Floor, Krishi Bhavan, New Delhi – 110001 through speed post or by email (cdngac5@gmail.com) within 15 days from the date of publishing of this advertisement.

(Harpal Thakur)
Under Secretary (CDN)



भारतीय कृषि अनुसंधान परिषद

कृषि भवन: नई दिल्ली-110 001

विज्ञापन सं. सीडीएन/02/2025

वरिष्ठ सलाहकार की भर्ती

भा.कृ.अनु.प. (मुख्यालय), नई दिल्ली द्वारा 01 वरिष्ठ सलाहकार (संपादकीय कार्य) की सेवाएं लेने के लिए कृषि ज्ञान प्रबंधन निदेशालय में कार्य करने के लिए विशुद्ध रूप से अनुबंध के आधार पर 70,000 / - रुपये प्रति माह (आधार वर्ष के बाद 3% वार्षिक वेतन वृद्धि के साथ) के पारिश्रमिक आधार पर आवेदन आमंत्रित किया जाता है। शुरू में अनुबंध अवधि एक वर्ष की होगी और संतोषजनक प्रदर्शन पर अनुबंध अवधि को दो वर्षों के लिए बढ़ाया जा सकता है।

योग्यता और अन्य निर्देशों का विवरण वेबसाइट www.icar.org.in तथा www.dare.gov.in पर उपलब्ध है। प्रमाण पत्र की स्वयं सत्यापित प्रतियों के साथ विधिवत भरा हुआ आवेदन पत्र अनुभाग अधिकारी, समन्वय अनुभाग, कमरा नं 509, 5 वीं मंजिल, कृषि भवन, नई दिल्ली - 110001 स्पीड पोस्ट के माध्यम से या ईमेल (cdngac5@gmail.com) के माध्यम से इस विज्ञापन के प्रकाशन की तारीख से 15 दिनों के भीतर भेजा जाना चाहिए।

(हरपाल ठाकुर)
अवर सचिव (CDN)

TERMS OF REFERENCE (TOR)

For hiring Senior Consultants at ICAR-DKMA, KAB-I, Pusa, New Delhi

Directorate of Knowledge Management in Agriculture
(Indian Council of Agricultural Research, Krishi Anusandhan Bhavan-I,
Pusa, New Delhi -110 012)

TERMS OF REFERENCE (TOR)

Hiring of Senior Consultants at ICAR-DKMA

1. INTRODUCTION

ICAR-Directorate of Knowledge Management in Agriculture (DKMA) has been playing a pivotal role in disseminating agricultural knowledge and information generated in National Agricultural Research and Education System (NARES) system to a diverse group of stakeholders, including scientists, researchers, students, policy planners, extension personnel, farmers, and the general public through its publications like research journals, popular magazines, scientific monographs, textbooks, handbooks, low-priced books, bulletins, reports and social media, e-media by using up-to-date popular ICT tools.

The ICAR-DKMA has developed and is maintaining as well upgrading several knowledge dissemination platforms Indian Agricultural Research Platform (e-Pubs Platform for editorial processing as well journal data management), Textbook Management System (e-Book platform for ICAR UG/PG/PhD textbook publication), e-Patrika (a platform for complete editorial processing of Hindi Magazines and Journal) as well as ICAR HQ payment gateway for financial transactions of the ICAR HQ. DKMA has also developed its own website which is operational since April, 2023.

For accomplishing of above assignments, the ICAR-DKMA proposes to engage Senior Consultants (01) at DKMA.

Sl no.	Unit	Grade of Sr. Consultant	Number of Sr. Consultants required
1	English Editorial Unit	Sr. Consultant (Grade-I)	01

A. ENGLISH EDITORIAL UNIT, DKMA

A. 1 Main Tasks, Responsibilities and Scope of Work

Publication Oversight: Ensuring the timely and high-quality production of research journals, magazines, handbooks, and special issues.

Editorial Excellence: Providing guidance and expertise to maintain the editorial standards and integrity of ICAR publications.

Revision of Handbooks: Leading the project of revising the Handbook Series to align with evolving knowledge and technology.

Timely Publication of Textbooks: The Senior Consultant will play a pivotal role in project management, coordinating with authors, editors, and publishing teams to ensure that textbooks are published punctually.

Training and Capacity Building: Organizing author workshops, training sessions, and capacity-building initiatives to enhance the skills of ICAR scientists and editors.

Efficiency and Excellence: Contributing to the streamlining of editorial processes, improving efficiency, and ensuring the continual growth and impact of ICAR publications.

A. 2 Qualification, Skills, knowledge and Competencies requirement for Sr. Consultant (English Editorial):

Qualification and Experience requirement for the Sr. Consultant (Grade-I) for English Editorial:

Sr. Consultant (Grade-I) (No. of post-1)/ Remuneration Rs. 70,000/- (with 3% annual increment)

Essential Qualification and Experience:

- Master's Degree in Agricultural Sciences/Animal Sciences or allied sciences. Preference will be given to candidates with degree in Animal/Veterinary/Zoological sciences, or with those having experience in editorial work in these areas.

Experience:

- 5 years' experience in editorial capacity in a reputed publishing house or national level Journal.

PROCEDURE FOR HIRING OF SR. CONSULTANTS:

Through open advertisement in all formats and as per GFR provisions.

1. **Selection Criteria:** The selection will be based on the basis of weightage of marks in Qualification, Experience (where applicable) in the relevant field and performance in the interview. Criteria for awarding marks:

SR. CONSULTANT (GRADE-I)

S.N.	Parameters	Max. Marks assigned
1	Marks on Graduate	10
2	Marks on Master Degree	15
3	Marks on additional Degree/Diploma in relevant field	05

4	Experience (over and above minimum experience required)	10
5	Skill test	20
6	Interview	40
TOTAL		100

**Basis of Calculating marks*

a) For calculating Experience: 2 marks for each year over minimum experience required with maximum of 10 marks. For calculating marks of experience for less than 1 year, marks will be assigned proportionately on monthly basis i.e. 2/12 for experience of each month.

2. EMOLUMENTS

For Sr. Consultant (Grade-I): Rs. 70,000/- with 3% annual increment has been added after base year. Tax will be deducted at source as per Govt. of India Income Tax rules.

3. AGE

The Upper age limit for Sr. Consultant will be as under:

For Sr. Consultant – 45 years

4. DURATION OF ENGAGEMENT

Individual Sr. Consultants will be engaged for initial period of one year which may be extended by two more years at a time upto a maximum tenure of three years, i.e., 1+1+1 years for providing high quality services on specific tasks as per requirement of the ICAR-DKMA. However, their continuation in their respective position beyond the first and subsequent years would be contingent on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators. The performance of Sr. Consultant will be monitored by a duly Constituted Monitoring and Evaluation Committee.

5. TA/DA/CONVEYANCE CHARGES

The Sr. Consultant may be deputed by the ICAR-DKMA to attend conferences/seminar/symposium/workshop). To and fro journey by train in AC-2 Tier/AC Chair Car and DA at fixed rate of Rs.1500/- per day for other tour related expenses on Guest House/Hotel Accommodation, food and local conveyance etc.

6. LEAVE

The Sr. Consultants are eligible for 08 days leave in a calendar year on pro-rata basis and 02 restricted holidays as per the rules of Govt. of India/ICAR. Intervening weekly holidays or gazetted holidays during a spell of leaves should not be counted against the admissible leaves. The un-availed leaves will not be carried forward to next calendar

year. In addition to this, Sr. Consultants may also be allowed compensatory leave in lieu of the duty assigned on holidays but not more than 02 leaves can accrue in a month. The Compensatory leaves can be accumulated only up to 05 days at a time and the Sr. Consultants may be allowed to avail the same within 03 months. Female Sr. Consultants will be entitled to maternity leave as per provision in the Maternity Benefit (Amendment) Act 2017. However, there will be no paternity leave for male Sr. Consultants.

7. THE OTHER TERMS & CONDITIONS

- i. The Sr. Consultants will be under the administrative control of the concerned Incharge/Project Director, DKMA.
- ii. The engagement will stand terminated on completion of the tenure of the scheme or on the date stated in the sanction order of the scheme whichever is earlier whether so communicated formally on individual basis or not.
- iii. If any Sr. Consultants leaves his/her assignment without permission for one month, he/she will stand terminated from the date of his/her absence.
- iv. Since Sr. Consultants are engaged for the Scheme work full time, the Sr. Consultants will not be allowed to do any other work or to accept or hold another appointment with or without remuneration elsewhere.
- v. ICAR will have the intellectual property rights/proprietary right on research outputs of the Sr. Consultant made during the period of working in the ICAR as per the provisions of “ICAR Guidelines for Intellectual Property Management and Technology Transfer/Commercialization” mutatis mutandis. However, in case the Sr. Consultants has done some research work, his/her name can accordingly be acknowledged/included appropriately in the research paper(s) as solely decided by the Incharge/Project Director. No right in this regard can be claimed.
- vi. The Sr. Consultants shall have no legal right to claim his/her regularization/appointment by absorption or otherwise against any regular posts or any further contractual engagement on termination of the scheme/project. The engagement in the scheme is purely time-bound, non-regular and on co-terminus basis with the scheme. The services of the incumbent shall stand terminated automatically on expiry of the period given in the sanction.
- vii. Sr. Consultants are full time workers and are required to adhere to the administrative, financial and disciplinary regulations of ICAR-DKMA where the incumbent is working. Regular attendance of the Sr. Consultants may be ensured by the concerned Unit Incharge/any other officer assigned by PD, DKMA by keeping an attendance register/Biometric Machine.

- viii. The engagement of the manpower in the Scheme/Directorate is purely time-bound and non-regular and also not against any sanctioned vacancy/cadre strength/post/position.
- ix. TDS will be deducted as per Government of India rules.
- x. On appointment the Sr. Consultants will submit a declaration regarding his/her marital status in the prescribed form. In the event of his/her having more than one spouse living, his/her appointment will be subject to his/her being exempted from the enforcement of the recruitment in this behalf.
- xi. The Sr. Consultants will be a full time worker and will be required to adhere all the administrative, financial and disciplinary regulations of the ICAR/Institute.
- xii. The appointment of candidate can be cancelled by the Project Director, DKMA without any prior information and **no communication shall be entertained in this regard**. The office will not be liable to pay advance one-month salary in such circumstances.
- xiii. The appointment will be subject to the condition that he/she be declared medically fit/sound mind for the services by the Govt. medical hospital/Dispensary and he/she submits the receipts of the letter **from concerned Police Station**, submitted for verification of his/her character/criminal antecedents **at the time of joining**.
- xiv. **Termination:** The ICAR-DKMA can terminate the Sr. Consultant at any time without prior notice and without providing any reason for it. ICAR-DKMA reserves the right to terminate the services of an Individual Sr. Consultant at any stage, in the event of a serious failure in the performance of the assigned task or for any other reasons in his discretion which shall be binding on appointee.
 - a. The appointment is purely contractual basis and his services can be terminated within 24 hours' notice.
 - b. If the candidate leaves his/her assignment without permission, he/she shall not be paid any emoluments due to him applicable for that respective month.
 - c. The position of Sr. Consultant is not transferable, however may be considered to be posted at any other place in India in public interest/ or the smooth functioning/requirement of the project as the case may be. The Sr. Consultant may be directed/required to work in any other Unit in DKMA.
 - d. The ICAR-DKMA holds no responsibility for his/her regularization/absorption against any other regular post on termination of the project as it is purely contractual/ temporary and time bound service of the

incumbent shall stand terminated automatically on expiry of the sanction of the project.

xv. Other conditions of services:

- a. The selected candidate shall have to produce medical fitness certificate from Government Hospital at the time of joining.
- b. The candidate selected shall be under the direct administrative control of the Project Director, DKMA. The selected candidate will deposit his whole time to the assignment given by Project Director (DKMA) and will not be allowed to accept or hold any other paid assignment either regular or on part time basis.
- c. The appointee will not be entitled to:
 - i. Benefits of ICAR Provident Fund.
 - ii. Benefits of ICAR CGELIS scheme.
 - iii. Medical Facilities or reimbursement of any expenditure incurred for Medical treatment, and
 - iv. Residential accommodation.
 - v. Any other benefit applicable to regular staff except specifically allowed in the ToR.

xvi. Sr. Consultants can be called any time during 24 hours & required to attend the work as and when required. The normal working hours of office are 9.00 a.m. to 5.30 p.m. Mon. - Fri. However, depending upon the work requirement, Sr. Consultants may be directed/required to sit beyond these working hours attend work on holidays upon specific instructions by PD, DKMA which shall be binding on the Sr. Consultants. Extra payment shall not be made for attending office on holiday and sitting beyond working hours.

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

• **How to Apply:**

1. Interested and eligible candidates may apply and submit self-attested & signed copy of their duly filled application as per attached proforma Annexure-I through e-mail (cdngac5@gmail.com). The application should also be accompanied with one set of original scanned self-attested relevant copies of testimonials, certificates and age proof and mark-sheets as required in the advertisement.
2. **The duly filled in application along with self-attested copies of certificates must be sent to Section Officer, Coordination Section, Room No. 509, 5th Floor, Krishi Bhavan, New Delhi- 110001 through speed post or by email (cdngac5@gmail.com) within 15 days from**

the date of publishing of advertisement in newspapers. The application(s) received after due date will not be considered in any case.

3. Candidates will be shortlisted for Interview on the basis of their academic qualification, experience, publication, achievements/awards etc. submitted by the candidates with the duly filled application form and considering relevant criteria as per job requirement of the position. The list of shortlisted candidates to be called for Walk-in-Interview and an invitation of interview will be sent to the shortlisted candidate on the e-mail address given in his/her application form. The candidates are advised to regularly visit website www.icar.org.in & www.dare.gov.in and check their email for any updates.
4. The date and time of Interview shall be informed through e-mail only on their e-mail address given in their application form.
5. The selected candidates at their expenses will be medically examined for fitness before engagement.
6. No TA/DA will be paid for appearing in Interview.
7. Candidate fulfilling the essential Qualifications and eligibilities criteria only need to apply. The self-attested document furnished by the selected candidate (s) with his/her application form shall be verified from original documents later on for which the candidate will have to visit ICAR-DKMA, KAB-I, Pusa New Delhi-110012 at his/her own expenses.
8. Candidates are necessarily required to produce original certificates at the time of interview which will be returned to them.
9. The selected candidates shall not claim any regular appointment as the positions are purely temporary.
10. Concealing of facts or canvassing in any form shall lead to disqualification of the candidature and/ or termination of engagement even after appointment.
11. The Project Director, DKMA reserves the right to cancel/withdraw all/any position of Consultant out of the above. The decision of Project Director, DKMA shall be final and binding on all aspects.
12. Candidates who are already employed in Govt. Organization should produce "No Objection Certificate" from the present employer
13. All legal dispute shall be settled at New Delhi jurisdiction.

Annexure –I**PROFORMA OF APPLICATION FORM FOR ENGAGEMENT OF SENIOR CONSULTANT
UNDER ICAR-DKMA, KAB-I, PUSA, NEW DELHI-110012.****(A) General Information:**

1.	Post Applied for		Paste recent passport size photograph duly, self Attested
2.	Full Name (in Block letters)		
3.	Father's/Husband's Name		
4.	Gender	Male/Female/others	
5.	Date of Birth/...../.....	
6.	Age as on 01.04.2025years.....months.....days	
7.	Marital Status	Married/Unmarried	
8.	Contact No.		Mobile No.
9.	E-mail address		
	Alternate e-mail address		
10.	Correspondence Address		
11.	Permanent Address		
12.	Whether General/SC/ST/OBC/PH		

(B)Academic Qualifications:

Sr. No .	Name of degree	Subjects/ specialization	Board/ University	Year of passing	Duration of Course (in years)	Max. Mark/ OGP A	Marks/OG PA obtained	Percentage
1.	10 th class/ equivalent							
2.	10+2/ Higher Secondary equivalent							
3.	Bachelor's Degree							
4.	Master's Degree							
5.	Other (specify)							

(C) Experience (duly supported with certificates issued by Concerned Employers)

Chronological list of experience						
Sr. No.	Designation	Name of the Employer	Period of experience		No. of years/months	Nature of work done
			From date	To date		
1.						
2.						
3.						
4.						
5.						

(D) Please state whether you are employed at present: Yes/No

If yes, then give details of Employer with full Address and produce No Objection Certificate	
--	--

(E) Additional information, if any:

Declaration: The information given above by me are true to the best of my knowledge and belief. If any information and/or document is being found false, my candidature/services, if selected, may be terminated without any notice beside other action under IPC. I also declare that none of my near or distant relative {if yes, details are (name)..... (Designation)..... (Institute name).....} is working in ICAR Hqrs./its Institutes etc.

Signature of Applicant
Dated: _____