

E.8-59/2019-SLUSI 1001/3  
Government of India  
Soil and Land Use Survey of India  
Ministry of Agriculture and Farmers Welfare  
Department of Agri., Coopn. and Farmers Welfare  
I.A.R.I. Buildings, Pusa, New Delhi - 110012

Dated : 12/07/2021

**CIRCULAR**

Subject : Engagement of Retired Government Servants on contract basis at Office Superintendent (Group-B/Level-6) or its equivalent as Consultants in the Soil and Land Use Survey of India (SLUSI) in DAC&FW- reg.


Soil and Land Use Survey of India (SLUSI) invites application from retired Government Servants who have retired from Central Government/ State Government/ Union Territories for filling up of the following post purely on contract basis for a period of one year from the date of engagement or till the vacancy of Office Superintendent is filled up on regular basis, whichever is earlier; as under:

| S. No. | Name of the Post  | Place of Posting  | Eligibility  | Remuneration Per Month |
|--------|---|---|--|------------------------|
| (i)    | Four Consultants at the level of Office Superintendent (Group-B/Level-6) or its equivalent. | One (01) each at New Delhi (HQ); Noida Centre; Ahmedabad Centre and Kolkata Centre. | <ol style="list-style-type: none"><li>1. Should have retired from the post of Office Superintendent / ASO / AAO, Group-B (Level-6 of Pay Matrix) or equivalent from Central Government/ State Government/ Union Territories.</li><li>2. Should have at least 03 year's experience in the grade equivalent to Office Superintendent / ASO / AAO or equivalent.</li><li>3. Should have sufficient experience in handling of work of administration, establishment and accounts.</li><li>4. Must be passed Intermediate level examination (10+2) from a recognized Board in India.</li><li>5. Maximum age limit is 63 years which is to be reckoned on the last date from submission of applications.</li><li>6. Should have working knowledge of computer (MS Words, Excel etc.) required in day to day functioning of office.</li><li>7. Should have good command on noting and drafting skills in English and Hindi as well.</li></ol> | As per DAC&FW norms    |

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2. The Terms and Conditions for appointment on contract basis is enclosed at Annexure-I.
3. Interested candidates, who fulfill the eligibility criteria, may submit their application in the prescribed proforma (Copy enclosed as Annexure-II) in sealed cover super-scribed **"Application for engagement as Consultant on contract basis in Soil and Land Use Survey of India (SLUSI), DAC&FW"** which should reach this office within a period of 21 days' from the date of publication of this Circular, at the following address.

**Chief Soil Survey Officer,  
Soil and Land Use Survey of India (SLUSI),  
Department of Agri., Coopn. & Farmers Welfare,  
Ministry of Agriculture & Farmers Welfare  
I.A.R.I. Campus, Pusa, New Delhi – 110012.**

  
(Rang Lal Meena)  
Sr. Soil Survey Officer (HQ)

To

1. The Senior System Analyst, Remote Sensing Cell, HQ Office, SLUSI for uploading the Circular in the website of the SLUSI.
2. The Under Secretary (INM), DAC&FW with the request to upload this circular on the website of DAC&FW.
3. The Under Secretary, CS.I Section, DoP&T, Lok Nayak Bhawan, Khan Market, New Delhi-110003 with request to upload this circular on the website of DoP&T.

## Annexure-II

Application for the post of Consultant on contract basis in Soil and Land Use Survey of India, Department of Agriculture, Cooperation and Farmers Welfare, Ministry of Agriculture & Farmers Welfare, at \_\_\_\_\_ & \_\_\_\_\_ (New Delhi (HQs); Noida/ Kolkata/ Ahmedabad Centre).

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Passport  
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|     |  |               |      |    |                    |                       |
|-----|--|---------------|------|----|--------------------|-----------------------|
| 1.  | Full Name (in Block letters)   |               |      |    |                    |                       |
| 2.  | Father's/Husband's Name  |               |      |    |                    |                       |
| 3.  | Date of Birth  |               |      |    |                    |                       |
| 4.  | Age as on date   |               |      |    |                    |                       |
|     | Education Qualification<br>(Please enclose copy of certificate/<br>mark-sheet) |               |      |    |                    |                       |
| 5.  | Date of Joining of Government<br>service                                       |               |      |    |                    |                       |
| 6.  | Date of Superannuation from<br>Government service                              |               |      |    |                    |                       |
| 7.  | AADHAR No (Enclose Xerox copy)   |               |      |    |                    |                       |
| 8.  | PAN No (Enclose Xerox copy)  |               |      |    |                    |                       |
| 9.  | PPO No (Enclose Xerox copy)  |               |      |    |                    |                       |
| 10. | Contact details  | Mobile / Tele |      |    |                    |                       |
| 11. |  | email         |      |    |                    |                       |
| 12. | Address for communication  |               |      |    |                    |                       |
| 13. | Last Office's address (at the time of<br>retirement)                           |               |      |    |                    |                       |
| 14. | Brief particulars of Experience<br>(A separate sheet may be annexed)           | Post<br>held  | From | To | Pay Level<br>PB/GP | Area of<br>Experience |
| 15. | Last Pay Drawn and Basic Pension<br>(Enclose Xerox copy)                       |               |      |    |                    |                       |
| 16. | Whether SC/ST/OBC  |               |      |    |                    |                       |
| 17. | Whether Physically handicapped   |               |      |    |                    |                       |
| 18. | Details of Computer Knowledge  |               |      |    |                    |                       |
| 19. | Availability (Time required for<br>joining)                                    |               |      |    |                    |                       |

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the terms and conditions for engagement of Consultants.

Signature of the candidate

Place:

Date:



**Terms & Conditions for Engagement at Office Superintendent (Group-B/Level-6) or its equivalent level as Consultants**

**1. Nature of Engagement :**

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| The SLUSI is engaging four (04) Consultants for administrative, establishment and accounts work related to vacant post of Office Superintendent or equivalent.   |
| The engagement of Consultant will be purely on contractual basis and under no circumstances it will be considered as a case of re-employment. The engagement of Consultant will not confer any right on him/her to claim permanent appointment or extension to the post. |

**2. Period of Tenure :**

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| The engagement of a person as Consultant shall be for a period of one year from the date of engagement or till the vacancy of Office Superintendent is filled up on regular basis, whichever is earlier.   |
| The appointment of Consultant will be on full time basis and he would not be permitted to take-up any other assignment during the period of consultancy in the SLUSI. The appointment of Consultant in SLUSI is of a temporary (non official) nature against the specific job / identified vacancy of Office Superintendent. |

**3. Termination of Service :**

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| The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 07 days. In case, a Consultant desires to leave the assignment, he/she is to give 07 day's notice which can be curtailed/extended depending upon the workload. |
| In case any Consultant is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.   |

**4. Place of Posting :**

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| One (01) each at New Delhi (HQ); Noida Centre; Ahmedabad Centre and Kolkata Centre |
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**5. Selection Procedures**

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| A Screening-cum-Selection Committee shall be constituted by the SLUSI for the purpose of selection of Consultant. Applications received (in prescribed proforma given in Annexure II) will be shortlisted on the basis of experience and qualification of the applicants. Consultants will be selected from shortlisted candidates on the basis of interview. |
| SLUSI reserves the right to reject any application without mentioning any reason.   |

**6. Remuneration :**

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| A fixed monthly amount shall be admissible, to be calculated as per DAC&FW norms.  |
| The amount of remuneration so fixed shall remain unchanged for the term of contract and there will be no annual increment / percentage increase during the term of contract. |
| No DA/HRA, residential accommodation shall be admissible.  |

**7. Leave :**

The consultant will be allowed for the Paid leave at the rate of 1.5 days for each completed month of service. Therefore, he/she will not be paid any remuneration for leave beyond the permissible period of paid leave of absence. Accumulation of leave beyond a calendar year may not be allowed.

**8. Tax deduction at Source :**

Income Tax or any other tax liable to be deducted, as per the prevailing provisions under relevant laws will be deducted at source before effecting the payment, for which the department will issue TDS certificate.

**9. Scope / Nature of Duties**

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| Take up and supervise of the routine administrative work of the Superintendent at Headquarter Office / Centre  |
| Maintenance of all service matters of the staff of the Headquarter Office / Centre   |
| Handling specific cases and preparation of notes involving knowledge of rules and regulations  |
| To initiate and pursue all cases of promotion, administration reviews, completion of probation periods and disciplinary action, court cases, parliamentary matters, Audit etc. |
| Supervision & managing online information related to accounts and administration   |
| To assist Soil Survey Officers in all administrative activities  |
| Preparation of notes, self-contained notes and draft correspondences relating to the accounts and establishment matters  |
| Any other work assigned by the Controlling Officer from time to time.  |

**10. Office Timings, Working Hours and Authority to Report :**

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| Engagement of Consultants would be on full time basis. Working hours shall coincide to normal working hours of regular employees of the SLUSI, i.e. from 9.30 A.M. to 6.00 P.M., including half an hour lunch break between 1.30 P.M. to 2.00 P.M. during working days. |
| However, in exigencies of work, the Consultant may be required to sit late and attend offices on Saturday/Sunday and other Gazetted Holidays.   |
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| The Consultant will be required to mark his/her attendance in Bio-metric System or in the attendance register.  |
| The Consultant will report to the Head of Office of HQ/Centres of the SLUSI.  |

**11. Confidentiality of Data & Documents :**

The Intellectual Property Rights (IPR) of the data collected, as well as, the deliverables produced for the SLUSI shall remain with the SLUSI. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for this purpose of this assignment or during the course of the assignment for the SLUSI, without the express written consent of the SLUSI. The Consultant shall be bound to hand over the entire set of records of assignment to the SLUSI before the expiry of the contract, and before the final payment is released by the SLUSI.



**12. Conflict of Interest:**

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| The Consultant appointed by the SLUSI, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the SLUSI. |
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| No Consultant would be permitted to take up any other assignment during the period of Consultancy. |
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13. SLUSI shall not be responsible for any loss, accident, damage; injury suffered by the Consultant whatsoever arising in or out of the execution of his work including travel.

**14. Rights of the SLUSI**

The SLUSI reserves the right to cancel this Circular/Advertisement at any stage and not to proceed in the matter, accept or reject any or all applications, without giving any notice or explanation, whatsoever.

**15. Guidelines for Submission of the Applications :**

The duly completed application in format prescribed in Annexure-II should be submitted so as to reach at the address, "The Chief Soil Survey Officer, Soil and Land Use Survey of India, Department of Agri., Coopn. & Farmers Welfare, I.A.R.I. Campus, Pusa, New Delhi – 110012 within a period of 21 days' from the date of publication of this Circular.

If the last date for receiving applications is a holiday, the application will be received upto the appointed time on the next working day of the SLUSI. Applications received in any other format that prescribed or incomplete in any respect or received after the last date will be summarily rejected without any intimation.