

EOI for Engagement of Consultant

SMALL FARMERS' AGRIBUSINESS CONSORTIUM
5th Floor, NCUI Auditorium Building,
3, Siri Institutional Area, August Kranti Marg,
Hauz Khas, New Delhi 110016

File No. SFAC/ 1-3/ 19/ 2014-Admn.

Dated: 04.04.2018

**ENGAGEMENT OF CONSULTANT (PROCUREMENT) ON CONTRACT BASIS FOR
PROCUREMENT AND DISPOSAL OF AGRICULTURAL COMMODITIES UNDER
PSF/PSS SCHEME OF GOVERNMENT OF INDIA.**

Application for Engagement as Consultant (Procurement) on Contractual Basis "through post/ in person so as to reach Managing Director of SFAC on or before 25th April 2018 on the above mentioned address.

The advertisement is published in CPPP Portal under e-publish and SFAC website www.sfacindia.com.

Managing Director

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SCHEME OF GOVERNMENT OF INDIA.

Small Farmers Agribusiness Consortium (SFAC) an autonomous body under Ministry of Agriculture and Farmers' Welfare, Government of India invites applications from eligible applicants or retired officers from Central/State/PSE/Statutory/Semi Government and autonomous bodies for handling procurement of Agricultural Commodities on full time basis at its Head Office at New Delhi.

Details of Position required on temporary contract basis:

Position	Consultant (Procurement)
Description	To handle Procurement/disposal/storage of agricultural commodities under PSS and PSF schemes of Government of India. Team work behaviour and capability to present in meetings both in office and outside. The work may include outstation visits and analysis.
Remuneration	Appointment shall be on contract basis on fixed monthly consolidated remuneration of Rs.35,000-45,000/- per month depending on post qualification experience, qualification and post held at the time of retirement.
Eligibility Criteria	1. Graduate in Agricultural subjects preferably Master in Economics/Agriculture/Life Sciences/Marketing 2. Knowledge of computer skill 3. Knowledge of Tender/Auction both in physical condition and on electronic platform in the relevant areas with at least 5 years experience. (OR) Retired Government Officers holding the Pay equivalent to the central Government Pay scale with GP of Rs.4800/- (Pre Revised) Level 8 or GP Rs.5400/-(Pre Revised) Level 10 at the time of retirement from Central/ State, PSE, Statutory, Semi Government and Autonomous Bodies having 5 years experience in the required domain field in the post.
Age Limit	64 years for Retired Officers and 56 years for others (as on last date of submission)
Work Experience	At least 8-10 years experience for retired and at least 5 years post qualification experience (for others) in dealing with agricultural related activities specially in commodity trade under Government schemes in a Central Public Sector undertakings / State or Central Govt Departments / Ministries / Autonomous bodies. Be proficient in staying updated with the modifications in procurement policies with respect to the government rules and regulations. Possessing spirit to work with team. Experience may be relaxed in exceptional cases of deserving candidates.
Duties & Role	1. To handle entire operation of procurement and disposal under PSF and PSS Scheme as per Government Mandate at various States as per extant government rules/procedure/guidelines with the support of procurement unit. 2. To process all claims of procurement as per Government norms including inspection of stock at warehouses in various States. 3. To complete the entire operation of procurement/disposal under e-auction system as per scheme guidelines of Department of Consumer Affairs, GoI for the agricultural commodities handled during the season. 4. To attend meeting /liaison/visit field as and when directed 5. To prepare reports, statements, presentation and data analysis. 6. To report to Team Leader (Procurement).

SFAC reserves all its rights to assess pre-qualification and experience screening, short listing of eligible candidates, formation of a panel, interview, empanel, engage consultant, fixation/revision of remuneration, fixation of terms and conditional and or rescind the advertisement/circular without any further notice. The pre-qualification and experience shall be assessed in line with the organizational needs and the decision with respect to engagement of Consultant (procurement), formulation of panel subject to eligibility criteria, shall remain solely with the competent authority i.e. Managing Director, SFAC.

Period of Contract: The period of contract shall initially be for a period of 6 months which may be extended from time to time depending on requirement under the scheme and performance.

Leave: During your engagement you will be entitled for 12 days leave in a calendar year on prorata basis. Additional leave without pay may be permitted with approval of Managing Director. Un-availed leave shall neither be carried forward nor encashed.

TA/DA: Consultant shall be allowed to take domestic tour as required by their duties for which TA DA and Hotel Accommodation shall be paid as admissible to central government employees as per his/her entitlement drawn at the time of retirement or as per policy of SFAC. Tours will be subject to approval of competent authority. Claims will be settled subject to extant Government rules.

Confidentially of Data & Documents: You will not divulge any information, data or reports/documents handled by you as part of your work to any party and person for pecuniary gains or even otherwise, without the prior approval of Competent Authority.

Conflict of Interest: You shall in no case represent or give opinion or advice to others in any matter which is adverse to the in the interest of the Department/Organization nor will he indulge in any activity outside the terms of the contractual assignment.

Working Hours: To follow the normal working hours as prescribed (i.e from 9.00 AM to 5.30 PM). However as per the exigency one has to sit late to complete the time bound work and also attend office in weekends in exigencies to complete the assignment.

Termination of Contract: The appointment is of a temporary nature and the SFAC can cancel the appointment at any time without providing any reason for it. However, in the normal course it will provide one month's notice to the Consultant (Procurement). The Consultant (Procurement) can also seek for termination of the Contract upon giving one month's notice to SFAC.

HOW TO APPLY: Interested candidates meeting the above criteria may send their applications in the given application format along with self-attested photocopies of the following documents. The original certificates shall be required to be presented at the later stage of selection in case called for interview. i. Matriculation/ Secondary Certificate as proof of Birth. ii. Mark Sheet / Certificate in support of all educational qualifications and experience. The Application Form(Annexure I for Retired Officers and Annexure II for others) along with one self-attested copy of all relevant qualification & experience certificates along with self attested recent photograph should be forwarded in an envelope super scribing "Advertisement Ref. No. & Application for Engagement as Consultant (Procurement) on Contractual Basis" to The Managing Director on or before **25th April 2018** at the above mentioned address through speed post/in person. Incomplete application will be summarily rejected. SFAC will not be responsible for postal delay. The advertisement is published in CPPP Portal under e-publish and SFAC website www.sfacindia.com.

MANAGING DIRECTOR

Note: Details of the Schemes are available on website www.sfacindia.com.

Annexure-I

Application proforma for the post of Consultant (Procurement) on short-term contractual basis

1. Full Name (in Block Letters):
2. Father's/Husband's Name:
3. Date of Birth:
4. Contract Details: Mobile/Tele/email
5. Address for communication:
6. Date of Joining of Government Service (if applicable):
7. Age as on date:
8. Whether SC/ST/OBC
9. Whether Physically Handicapped
10. Date of retirement and the post from which retired (enclosed copy of retirement order)(if applicable)
11. Name of the Ministry/Department from which retired
12. Last Pay Drawn (Please enclose copy)
13. Educational/Technical Qualification (Please enclose copy of certificate/Mark sheet)(Attach separate sheet on prescribed qualification from 10th onwards along with subjects taken and percentage of marks secured)
14. P.P.O. No. (Please enclose copy if applicable)
15. Details of Computer Knowledge:
16. Brief particulars of Experience (A separate sheet may be annexed)
17. Two References with address & mobile no. :

Recent passport
size photograph

I hereby declare that the particulars furnished above re 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 of the Small Farmers Agribusiness Consortium. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Signature of the candidate

Place:
Date:

Annexure-II

Application proforma for the post of Consultant (Procurement) on short-term contractual basis

1. Post applied for :
(In block letters)

2. Name of applicant : Mr./Mrs./Miss.....
(In block letters)

3. Father's/ Husband's Name :

4. Marital Status :

5. Present postal address for Communication:
in block letter with pin code

6. (a) Telephone No.(with STD Code) :

(b) Mobile No. :

(c) E-mail Address :

7. Date of Birth :
(and age as on date)

8. Nationality :

9. Category (SC/ST/OBC/PH/GEN) :

(Please attach attested photocopy of certificate of the Competent Authority in prescribed proforma)

10. Educational Qualification starting with Secondary Education:
(Please attach attested photocopies of certificates/mark sheets)

Examination/ Degree	University/ Board	Year of Passing	% of marks/ Division	Subject taken

Please affix a
recent passport
size
photograph

11. Experience (please start with the latest) :

Name of employer	Post held	Period		Pay Scale/Pay Band & Grade Pay with Basic Pay	Nature of work (Please attach separate sheet if required)
		From	To		

12. Training Programmes attended :

13. Have you ever been discharged/ :
reprimanded/suspended from any position?
If yes, state reason:

14. Have you ever been convicted under the Law :

15. Reference : 1.
2.

DECLARATION

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I further understand that at any time I am found to have concealed / distorted any material information, my candidature/appointment shall be summarily terminated without any notice.

Place:

Signature of the Candidate

Date:

Name.....