

No. 15-13/2022-IC(TC)(116899)
Government of India
Ministry of Agriculture & Farmers Welfare
D/o Agriculture & Farmers Welfare
(G20/IC Division)

18th November, 2022

Subject : Engagement of Young Professionals in IC/G20 Division of Department of Agriculture and Farmers Welfare (DA&FW)-reg.

The mandate of G20/IC division is to foster mutually beneficial partnerships with other countries as well as multilateral organizations. DA&FW is also the nodal contact points in the GoI for Food & Agriculture Organization (FAO) and World Food Programme (WFP) of the United Nations. It also handles work pertaining to Ministry of Agriculture emanating from International Fund for Agricultural Development (IFAD), Japan International Cooperation Agency (JICA) and United States Agency for International Development (USAID).

India will be taking over the G20 Presidency from 1st December 2022 to 30th November 2023. Since it is the first time that India is hosting the G20 Presidency culminating in a Summit, this will be a marquee event wherein India can not only display its organizational skills and soft power but also shape global policy on issues relevant to India at G20 and other global policy making frameworks. India has recently taken over the Shanghai Cooperation Organization (SCO) presidency from Tajikistan on September 2022. During these presidencies, Department of Agriculture and Farmers Welfare will participate as part of the Agriculture Working Group for G20 and Permanent Working Expert Group for SCO Presidency. During these Presidencies, G20/IC division is nodal division of the department which will be handling the work of these presidency.

2. IC/G20 Division, DA&FW seeks to provide a unique opportunity for persons below the age of 35 years of exposure to handle cooperation with Bilaterally with countries and with multilateral organizations. This Department seeks to engage persons with a passion for enhancing knowledge and become expert in the field of International Cooperation. This Department seeks to provide an opportunity to gain experience of working with various multilateral bodies such as G-20, BRICS, FAO, WFP, SCO, etc. The highly selective activity requires candidates to demonstrate proven academic credentials, professional achievements and leadership qualities. Those who are interested may apply- in response to advertisement likely to be placed in the public domain of this Department. The format of application is enclosed at **Annexure- II**.

3. Eligibility:

a. (i) **Qualifications:** Masters Degree in International relations/Agriculture/MBA/Economics or equivalent. Candidates should have proficiency in handling computer (MS office suite, including Excel, Power Point etc).

(ii) Desirable: M.phil/Ph.d or additional qualifications, research experience, published papers and post qualification experience in the relevant field as prescribed in the job description below.

4. Work Experience:

(i) Minimum of two years of work experience relevant to the job description.

(ii) The broad work experience will be based on the functional areas assigned to the Department of Agriculture and Farmers Welfare. Preference will be given to persons with work experience in the relevant field.

5. Job description & Terms of References (ToRs):

Young professionals will be required to provide high quality inputs on Domestic as well as International work related to International events like G20/SCO,IBSA/BRICS. This would require demonstration of proven academic credentials, Professional achievements and leadership qualities on the part of aspirants. The detailed ToRs are attached at **Annex-III**.

6. Age limit: Candidates should not exceed 35 years on the last date of submission of application.

7. Remuneration: - A consolidated amount of Rs. 60,000 per month inclusive of Transport Allowance and all other taxes.

8. Place of Posting : The place of posting will be at Krishi Bhawan, New Delhi.

9. Period of engagement: Period of engagement is initially for a period of 1 years (can be extended for 6 months or a year depending on the performance. In case a person leaves before completion of one year, he /she will not get any work certificate).

10. Leave:- Total 8 days of leave in a year on pro rata basis shall be allowed to consultants. Unutilized leaves shall not be carried forwarded in case engagement is extended nor encashed. Additional leave sought by the professional would be permitted without pay during the said period

11. Allowances:- The consultants shall not be entitled for any kind of allowances(such as DA, reimbursement for phone/transport/CGHS etc.) and residential accommodation.

However, should any Consultant is required to travel within the country in connection with the official work assigned to him/her, Transport Allowance corresponding to what is entitled to a regular ASO of the Department will be allowed.

12. Office Timings and Working hours:- Working hours of Consultant shall coincide to normal working hours of regular employees of the Department i.e from 9.00 AM to 5.30 PM, including half an hour lunch from 1.00 PM to 1.30 PM, during working days. In exigencies of work, Consultant may be required to sit late and attend to work on Saturday/Sunday and other Gazetted Holidays. Consultants will mark their attendance on Aadhar Based Biometric Attendance System/ Attendance Register depending on situation. Consultants will report to the officer in-charge of the Section/Wing they will be posted in.

13. Number of Young Professionals :-The total number of Young Professionals recruited of DA&FW will be 04(four).

14. Procedure for Selection : All the application received in response to the vacancies advertised by rolling advertisement of this Department, will be scrutinized and shortlisted for selecting the eligibility candidates for engagement as Young Professionals by the Screening Committee of DA&FW. The composition of the Screening Committee is as given below:

- (i) Joint Secretary(G20)-Chairperson
- (ii) Joint Secretary (IC), DA&FW – Member
- (iii) Director (G20)- Member

The shortlisted candidates have to appear before the Screening Committee for an interview as per earmarked date intimated by this Department. Based on the recommendations of the Screening Committee after scrutiny and interview, a panel of 8 candidates in order of merit will be drawn. Top candidates of final merit list commensurate with the actual/exact number of posts will be given offer of appointment to join the post. The panel would be valid for a period of one year. In case, selected candidate does not accept offer of appointment, the next candidate in the panel will be offered the appointment against the said vacant post. If the post/s remain/s vacant even after extending the offer of appointment to the candidates available on the panel, the same selection procedure shall be followed for formation of another panel from the applications received after the cut off/last date against the rolling advertisement. No reference to the IFD shall be required for case to case engagement of YPs or formation of new panel unless there is a deviation/relaxation sought in respect of the guidelines.

15. Conflict of Interest: The consultant appointed by the Department shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department. The professional shall be expected to follow the general rules and

regulations laid down by the Government for the employees. The appointed YP will display utmost honesty, secrecy of office, punctuality and sincerity while discharging his/her duties. In case the services of YP are not found satisfactory or found in conflict with the interest of the Government functioning, his/her duties is liable to be terminated/discontinued without assigning reasons whatsoever.

16. Termination notice: Department shall reserve the right to cancel the appointment at any time without providing any reasons in the interest of service. However, in the normal course, one month's notice to the YP will be given. YP can also seek termination of contract by giving one month's advance notice in writing to DA&FW.

17. Ownership of Material and Confidentiality: Any study, report or other material, graphic, software or otherwise, prepared by the YP for DA&FW during contractual engagement shall belong to and remain the property of the Client. The YP may retain a copy of such documents and software. The YP shall not, during the term of his or her contract/engagement with DA&FW and within two years after its expiration, disclose any information relating to the services, this contract or the client's business or operations without the prior written consent of the client/DA&FW.

18. Other terms and conditions including last date for application an email are attached at **Annexure- I.**

These guidelines has been prepared as per the recommendation of general guidelines of the department vide OM No. A-12034/3/2022-E-II dated 20.10.22 and in consultation with Integrated Finance vide ID No 15-13/2022-TC(116899) dated 11.11.2022.

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18/11/2022
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Annexure-I

Terms and conditions of the engagement are as under:

1. The engagement will be purely on contract basis. They will not be entitled for any claim or right for continuing in their assignment or regular appointment to this assignment/post or any other post in the DA&FW/ Government of India.
2. The Consultants/ personnel will not be entitled to any benefits like PF, Pension, Gratuity, Medical allowances, House Rent Allowance, CCA, Dearness Allowance, Transport Allowance or any other allowance etc..
3. They will not be entitled to any T.A or Joining time for joining the assignment.
4. They will not be entitled to accommodation and facilities such as regular transport/ telephone connection or any other allowance.
5. They will be subject to provisions of the Indian Official Secret Act, 1923. Any information gathered during the period of engagement shall not be divulges to anyone who is not authorized to have the same.
6. Engagement will be on full time basis and during the tenure of Consultancy, no consultant will take up an assignment in any other public or private organization.
7. Interested and eligible candidates may forward their detailed resume, including details of educational qualifications and past experience and self attested copies of documents in support of essential/ desired qualification to **Shri Pankaj Singh, Under Secretary(G20/IC), Room No. 478, Krishi Bhawan, New Delhi-110001 on or before 30.11.2022.** However, applicants can apply subsequently as well. Any application received subsequent to this date would be considered for future panels, as and when required. Further to facilitate processing, the interested candidates may also send their applications in response to the publication of said advertisement on the web portal of the Department i.e. <https://agricoop.nic.in>, and they may also send soft copy of the application/ documents on Email-id: **pankaj.singh@gov.in**

Annexure II**Format of Application**

Name	
Father's Name	
Date of Birth and age(with supporting DoB certificate /AADHAR card/ PAN Card etc)	
Present Address	
Education Qualifications (with self attested supporting certificates)	
Work Experience (along with details of Organization, post held , period and duties performed)	
Computer skills(please list the soft wares you are proficient in)	
Contact details (like e mail, mobile no.)	
Any other relevant information	

Annexure III

Scope of Work/Terms of Reference

- (a) Young professionals will be required to provide high quality inputs on Domestic as well as International work related to International events like G20/BRICS/SCO/IBSA etc.. This would require demonstration of proven academic credentials, Professional achievements and leadership qualities on the part of aspirants.
- (b) Responsible for obtaining authentic update of agricultural developments not only in our country but also foreign countries through reliable sources such as official websites as well as reputed newspapers, journals, and various reputed organizations etc.
- (c) Process and properly analyze information vis-a-vis strength/weaknesses and identify and recommend opportunities for collaboration which can benefit agriculture and allied activities in our country.
- (d) Properly analyse and examine the various draft declarations and other documents like issue notes etc received from time to time from G20 Secretariat and SCO Secretariat , comparison between declarations and provide inputs to seniors thus facilitating in the decision making
- (e) Provide inputs for bilateral meetings, prepare well researched background material for MEA, PMO, and Indian delegations taking part in bilateral and multilateral conferences.
- (f) Preparation of folders for various meetings, Processing of receipts and submission of proposals, Preparation of drafts and notes relating to Secretariat work, coordination with other ministries etc.
- (g) Event Management related works like seminars and workshops etc, coordination related activities like arrangement for meetings, seminars, coordination for logistics etc, registration of officers on portals etc.
- (h) In addition to the above, time to time work may be assigned by the controlling officer/higher officials which are under the scope of IC/G20 Division.