



सत्यमेव जयते

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

**Directorate of Wheat Development**

Government of India, Ministry of Agriculture & Farmers Welfare

(Department of Agriculture & Farmers Welfare)

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

Tel./Fax-0124-2399258 / 2972974 (O), (Dir.), E-mail: [dwd@nic.in](mailto:dwd@nic.in),

[dwd.wheat@gmail.com](mailto:dwd.wheat@gmail.com)



आज़ादी का  
अमृत महोत्सव

Applications are invited for engagement of maximum **Two Technical Assistants** to be filled on purely contractual basis for working in the Directorate of Wheat Development (DWD), Gurugram. The TA will work under Food and Nutrition Security (erstwhile NFSM) scheme during 2022-23.

**A. Name & No. of the post:** Technical Assistant, (Two maximum No.).

**Tenure:** Initially up to 31.03.2023

**Remuneration:** Rs. 40,000/- (Honorarium) + 2,500/- (transport allowance) per month.

**Educational Qualification/Experience essential:**

- Masters Degree in Agricultural Sciences (M.Sc.Ag) from a recognized University/Institute.
- Knowledge of computer operation.
- Persons with field experience will be given preference.

**Age limit:** Below 40 years (as on closing date of application).

**Last date of receipt of application:** 30 days from the date of publication in **Employment Newspaper**. The applications should reach us by **Registered/Speed Post only** before the last date (not by hand or any other method). Any application received after the 30 days of publication will not be entertained in any way.

Change in salary should be subject to variation of Government of India Rules. The Directorate reserves the right to altogether cancel this contractual appointment process/reduce/increase no. of vacancies at any point of time and Directorate will also not entertain any correspondence in this regard.

The Application Form, Terms of Reference (TOR) and other details in respect of above post can be viewed/ downloaded from this Directorate's website (<http://dwd.dacnet.nic.in>).

**DIRECTOR**



सत्यमेव जयते

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 सं० 86, संस्थानिक क्षेत्र, सेक्टर 18, 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: 11.11.2022

**Advertisement for Engagement of Maximum No. of Two Technical Assistants purely on contract basis under Food & Nutrition Security (erstwhile NFSM) Scheme during 2022-23 initially up to 31.03.2023 in the Directorate of Wheat Development, Gurugram.**

The detailed Terms of Reference for engagement of maximum 02 (Two) Technical Assistants 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 initial letter No. 21-1/2018-NFSM (CA-V) dated 10th October, 2018, letter No. 7-3/2018-NFSM (CA-V) dated 07<sup>th</sup> February, 2019 and further extension vide letter no. 21-2/2019-NFSM(CA-V) dated 17<sup>th</sup> February, 2022 applications are invited from the interested candidates for the engagement of maximum no. of Two (02) Technical Assistants purely on contractual basis in the Directorate of Wheat Development, Gurugram (Haryana) for working under Food and Nutrition Security, FNS (erstwhile National Food Security Mission (NFSM)) for financial year 2022-23 initially up to 31.03.2023 with the following terms & conditions:-*

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

- i. To assist the Technical Officers of the Directorate for overall monitoring of FNS.
- ii. Collection and compilation of Area, Production and yield of FNS/NFSM Crops such as Rice, Wheat, Pulses, Coarse Cereals, Nutri-Cereals, Commercial Crops, etc. export, import and other relevant information related to FNS/NFSM from States and other agencies.
- iii. Collection, scrutiny and compilation of targets and progress reports of FNS/NFSM.
- iv. To maintain relevant records/data of the FNS/NFSM activities.
- v. To undertake field visits to assess the progress of FNS/NFSM and related activities.

- vi. To undertake other works assigned by the Director and other Senior Officers as and when required.

**2. Educational Qualification/ Experiences required for Technical Assistant:-  
Essential:**

- i. Master's Degree in Agricultural Sciences (M.Sc.-Ag.) from a recognized University/Institute.
- ii. Knowledge of computer operation.
- iii. Persons with field experience will be given preference.

3. **Age Limit:** The Age limit of TAs, NFSM will be below 40 years. Age will be computed as on last date of application.
4. **Remuneration:** The Technical Assistant will be engaged with a consolidated monthly remuneration of **Rs. 40,000/- + Rs. 2500/- transport allowance**. He/She will not be entitled for any other allowances. However, he/she will be eligible for TA/DA for undertaking official tours, if any, in connection with the implementation of the scheme at par with 'Group B' (Non-Gazetted) officers of Central Government and TA/DA rules prevalent in Government of India.
5. **Period of Contract:** Engagement of Technical Assistants will be **made purely on contractual basis** initially up to 31<sup>st</sup> March, 2023 which is extendable time to time on the performance and continuation of Scheme. **The engagement will not confer upon the concerned TA any right for regularization of his/her service in the organization or any other agency in future.** The engagement of the TA may be terminated by the authority at any time without assigning any notice and any reason even before the expiry of the contract period.
6. The interested candidates, may submit their typed applications in the prescribed proforma as per Annexure-I (Self typed A4 size) in an envelope superscripted, "**Application for engagement as Technical Assistant on contract basis under NFSM**" which should reach **only by Registered Post/Speed Post** within 30 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
7. Last date for receipt of applications is 30 days from the publication of advertisement in Employment News.

**8. 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. If found guilty of any misconduct, the authority may terminate the engagement of the Technical Assistant at any time without assigning any notice even before the expiry of the initial contract period.
- iii. 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.
- iv. In case employee wants to resign, he/she must serve 15 days' notice period in office fulfilling all duties.
- v. 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.
- vi. 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.
- vii. The short listed 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.
- viii. No TA/DA will be admissible for attending interview.
- ix. The selected candidate will be given an offer of appointment asking him/ her to report the duty after furnishing a non-disclosure undertaking.
- x. 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.
- xi. 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.
- xii. The engagement of a fresh candidate shall not confer any right for regular or continuous employment in the department.
- xiii. The Directorate of Wheat Development, Government of India, Ministry of Agriculture & Farmers Welfare, Department of Agriculture & Farmers Welfare reserves the right to accept or reject any number of applications and withdraw any vacancy without assigning any reason.
- xiv. **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 Technical Assistant (FNS erstwhile NFSM) in the, Directorate of Wheat Development, Government of India, Ministry of Agriculture and Farmers Welfare, Department of Agriculture & Farmers Welfare, Gurugram on contract basis**

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

Self Attested  
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			

**9. 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.**