

TERMS OF REFERENCE (TOR)

Hiring of Senior Consultant (Grade-I)

1. INTRODUCTION

The Indian Council of Agricultural Research (ICAR) plays a pivotal role in advancing agricultural research, education, and extension in the country. Through its extensive network of institutes and coordinated efforts, ICAR addresses critical challenges related to food security, sustainability, and farmer welfare. The Council is committed to ensuring that its scientific achievements, innovations, and farmer-centric initiatives are effectively communicated, thereby strengthening public outreach, enhancing transparency, and improving its national visibility.

The Hindi Editorial Unit (HEU) is responsible for processing, editing, proofreading, and preparing Hindi manuscripts received from authors, scientists, researchers, and institutions under the NARES system for publication. It undertakes all editorial activities from manuscript scrutiny to print-ready/e-publication formats, ensuring linguistic quality, technical accuracy, and adherence to ICAR editorial standards for books, journals, newsletters, magazines, reports, bulletins, catalogues, publicity materials, and other knowledge products to facilitate effective dissemination of scientific information.

To strengthen the operational and editorial capacity of the Hindi Editorial Unit, ICAR-DKMA is hiring for **one position of Senior Consultant (Grade-I)** to ensure:

- Timely and high-quality publication of ICAR's scientific outputs;
- Editorial excellence and adherence to ICAR's publication standards; and
- Smooth functioning of publication operations through adequate editorial and support manpower.

2. SCOPE OF WORK / RESPONSIBILITIES OF SENIOR CONSULTANT (GRADE-I)

- Edit, proofread, compile, and ensure the timely publication of Hindi journals, books, textbooks, annual reports, and other official publications published under ICAR–DKMA (Directorate of Knowledge Management in Agriculture).
- Manage publication activities in accordance with editorial and linguistic standards and publication guidelines, while coordinating with authors, editors, translators, reviewers, and other stakeholders as required.
- Review translated content and contribute to making the editorial and publication workflow more streamlined, high-quality, and timely.
- Contribute to the effective dissemination of scientific and agricultural information to farmers, agricultural extension workers, students, and other stakeholders through ICAR publications.

3. QUALIFICATION

Essential Qualifications

- A Master's degree in Agriculture or Allied Sciences with at least two years of experience in editing agricultural or allied science publications.

OR

- A Bachelor's degree in Mass Communication/Journalism or a Postgraduate Diploma in Hindi Journalism, along with at least two years of experience in editing agricultural or allied science publications.

Desirable Qualifications

- Experience in Hindi content writing or editing at a reputed publishing organization.
- Experience in editing and proofreading scientific journals, popular magazines, and books related to scientific subjects.
- Practical knowledge of **Microsoft Office (MS Word, Excel, and PowerPoint), Adobe Suite**, and other design-related IT tools.
- Excellent skills in Hindi writing, editing, and language refinement.

Expected Skills, Knowledge, and Competencies

- Proficiency in **editing, proofreading, feature writing, and translation between English and Hindi (both English-to-Hindi and Hindi-to-English).**

4. EXPERIENCE

- Post qualification experience of **minimum two years** in editing agricultural or allied science publications.

5. PROCEDURE FOR HIRING OF SR. CONSULTANT (Grade-I):

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 and performance in the skill test & interview. Criteria for awarding marks is as below:

SR. CONSULTANT (GRADE-I)

S.N.	Parameters	Max. Marks assigned
1	Qualification	20
2	Experience (over and above minimum experience required)	20
3	Skill test	30
4	Interview	30
	TOTAL	100

General Conditions

1. Marks awarded by the Selection Committee shall be final and binding.
2. Relevant experience shall be counted only after obtaining the prescribed educational qualification.
3. Experience shall be supported by documentary evidence.

4. The Selection Committee may verify certificates/documents at any stage of the recruitment process.
5. In case of a tie in total marks, preference shall be given to the candidate securing higher marks in the Skill Test. If the tie still persists, higher Interview marks shall be considered, followed by greater relevant post-qualification experience.

6. EMOLUMENTS

For Sr. Consultant (Grade-I): Rs.80,000/- with 5% annual increment to be added after base year. Tax will be deducted as per Govt. of India Income Tax rules.

In case of Contract Appointment of Retired Central Government Employees the remuneration will be governed as per the Office Memorandum F. No. 3-25/2020-E.IIIA dated 09.12.2020.

AGE

- The applicant should not have attained the age of 50 years as on the date of advertisement.
- In the case of retired Central Government employees, the above age limit shall not apply. Their engagement shall be governed by the extant Government of India instructions, Office Memorandum F. No. 3-25/2020-E.IIIA dated 09.12.2020, and other guidelines issued by the Department of Expenditure/Department of Personnel & Training (DoPT), as amended from time to time.

7. DURATION OF ENGAGEMENT

Individual Sr. Consultant will be engaged for initial period of three years which may be extended by two more years, one year at a time, upto a maximum tenure of five years, i.e., 3+1+1 years. However, their continuation in their respective position beyond the third and subsequent years would be contingent on a satisfactory Annual Performance Review. The performance of Sr. Consultant will be monitored by a duly Constituted Monitoring and Evaluation Committee.

In case of Contract Appointment of Retired Central Government Employees, the terms of appointment will be governed as per the Office Memorandum F. No. 3-25/2020-E.IIIA dated 09.12.2020.

8. 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.

In case of Contract Appointment of Retired Central Government Employees, the Allowances will be governed as per the Office Memorandum F. No. 3-25/2020-E.IIIA dated 09.12.2020.

9. LEAVE

The Sr. Consultants in ICAR 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 shall 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 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, as per GoI extant rules. However, there will be no paternity leave for male Sr. Consultants.

In case of Contract Appointment of Retired Central Government Employees, the Leave will be governed as per the Office Memorandum F. No. 3-25/2020-E.IIIA dated 09.12.2020.

10. THE OTHER TERMS & CONDITIONS

- a. The Senior Consultant shall function on a day-to-day basis under the supervision of the concerned Unit In-charge of ICAR-DKMA and shall be under the administrative control of the Project Director (PD), ICAR-DKMA.
- b. The engagement will stand terminated on completion of the tenure whether so communicated formally on individual basis or not.
- c. The working hours for the Senior Consultant will be same as regular employees of ICAR. No extra benefit will be allowed for working beyond office hours. Unauthorized absence from work for a continuous period of 08 days without valid reasons shall lead to automatic termination of the engagement.
- d. Since Sr. Consultant is engaged for the ICAR-DKMA work full time, the Sr. Consultant will not be allowed to do any other work or to accept or hold another appointment with or without remuneration elsewhere.
- e. 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. Consultant 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.
- f. The Sr. Consultant 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 tenure. The engagement in the ICAR-DKMA is purely time-bound, non-regular and on co-terminus basis. The services of the incumbent shall stand terminated automatically on expiry of the tenure.
- g. Sr. Consultant is full time worker and is required to adhere to the administrative, financial and disciplinary regulations of ICAR-DKMA.
- h. The engagement of the manpower in the Directorate is purely time-bound and non-regular and also not against any sanctioned vacancy/cadre strength/post/position.
- i. On appointment the Sr. Consultant 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.

- j. 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. Police verification maybe done as per the relevant instructions issued by ICAR/GoI.
- k. **Termination:** The engagement may be terminated by either party by giving **30 days' written notice** or payment of one month's remuneration in lieu thereof. ICAR-DKMA reserves the right to terminate the contract immediately without notice in cases of gross misconduct or breach of confidentiality.
 - i. 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.
 - ii. 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 tenure.
- l. Other conditions of services:
 - i. The selected candidate shall have to produce medical fitness certificate from Government Hospital at the time of joining.
 - ii. **Professional Integrity:** The Consultant shall not seek or accept instructions from any external authority.
 - iii. **Confidentiality:** Strict adherence to the **Official Secrets Act, 1923** regarding Council data.
 - iv. **Sexual Harassment:** Mandatory compliance with the **POSH Act, 2013**; any violation results in immediate termination.
 - v. **Conflict of Interest:** Declaration required that no outside activity interferes with ICAR duties.
 - vi. The appointee will not be entitled to:
 - 1. Benefits of ICAR Provident Fund.
 - 2. Benefits of ICAR CGELIS scheme.
 - 3. Medical Facilities or reimbursement of any expenditure incurred for Medical treatment, and
 - 4. Residential accommodation.
 - 5. Any other benefit applicable to regular staff except specifically allowed in the ToR.
- m. Working hours shall normally be from 09:00 AM to 5:30PM during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to work beyond office hours, and he/she may be called on Saturday/Sunday and other Gazetted Holidays without any extra remuneration.
- n. 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.
- o. The ICAR will not be responsible, if there is any mishappening /untoward incident etc, inside or outside the ICAR.
- p. If any declaration given or information furnished by the Consultant proves to be false or if he/she is found to have willfully suppressed any material information, he /she will be liable for removal from such contract and also such other action as the ICAR may deem

necessary.

- q. Candidates who are already employed in any organization should produce “No Objection Certificate” from the present employer.
- r. All legal disputes shall be settled at New Delhi jurisdiction.

12. Place of Work

ICAR-DKMA, KAB-1, Pusa, New Delhi.

How to apply:

1. Interested and eligible candidates may apply through duly filled applications as per attached proforma Annexure-I. The application should also be accompanied with one set of self-attested relevant copies of testimonials, certificates and age proof and mark-sheets as required in the advisement.
2. **The duly filled in applications along with self-attested copies of certificates must be sent to Section Officer, General Administration Section, ICAR-DKMA, Krishi Anusandhan Bhawan-I, Pusa, New Delhi-110012 through email (dkma612@gmail.com) within 10 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 in application form and considering relevant criteria as per job requirement of the position. The list of shortlisted candidates to be called for Interview and invitation of interview will be sent to the shortlisted candidates on the e-mail address given in his/her application form. The candidates are advised to regularly visit website <https://www.icar.org.in> & www.dkma.icar.org.in and check their email for any updates.
4. The date and time of Interview shall be informed through e-mail only on their email 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 candidates (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 his/her own expenses.
8. The selected candidates shall not claim any regular appointment as the positions are purely temporary/contractual in nature.
9. Concealing of facts or canvassing in any form shall lead to disqualification of the candidature and/ or termination of engagement even after appointment.
10. The Project Director, ICAR-DKMA reserves the right to cancel/withdraw all/any position of Consultant out of the above. The decision of Project Director, ICAR-DKMA shall be final and binding on all aspects.
11. Candidates who are already employed in any organization should produce “No Objection Certificate” from the present employer.
12. All legal dispute shall be settled at New Delhi jurisdiction.

PROFORMA OF APPLICATION FORM FOR ENGAGEMENT OF CONSULTANT (GRADE-I)
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 01.08.2026	years.....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	
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(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: _____