

File No.: S-11011/18/AS/2025-26
Government of India
Ministry of Statistics & Programme Implementation
National Statistics Office (Field Operations Division)
Regional Office, Kolkata, CGO Complex, 2nd Floor, E Wing, Salt Lake, Kolkata – 700064

Engagement of ‘Consultants’ on Contract Basis Under the Scheme of ‘Improvement of Crop Statistics’ (ICS)

National Statistics Office (Field Operations Division), West Bengal (S) Region, Regional Office, Kolkata under Ministry of Statistics & PI, Govt. of India, invites applications from retired officials for engagement as "Consultants" on contract basis for an initial period of 12 months. The last date of submission of application is 10.09.2026. Eligible retired officials may submit their applications through e-mail at ro.klk-fod@nic.in.

- 1. Place of Posting:** Posting of Consultant will be at the Sub-Regional Offices Chinsura and Medinipur which are under the jurisdiction of Regional Office Burdwan and Sub-Regional Office Berhampore (WB) which is under the jurisdiction of Regional Office Malda.

A. No. of posts: 3 (One for each SRO)

1. Background –

- i) The Field Operations Division (FOD) of National Statistics Office (NSO) under the Ministry of Statistics and Programme Implementation is broadly responsible for conduct of large-scale sample surveys throughout country on various socio economic subjects including Agricultural Statistics. NSO(FOD) Headquarter is located at New Delhi and Agricultural Statistics Hqrs. is located at Faridabad. NSO (FOD) has a network of 53 Regional Offices (ROs) and 116 Sub-Regional Offices (SROs) spread across the country. Agriculture surveys are one of the foundational schemes of NSO (FOD). Agricultural Statistics pertaining to crop area, yield, and production are indispensable for effective resource allocation and planning within the agricultural sector. Reliable and timely information on these statistics serve as vital inputs for policymakers and planners. NSO (FOD) conducts quality checks and auditing of statistical surveys & datasets in the Cropped Area Statistics generated through season-wise Girdawari and Crop Yield Statistics generated through General Crop Estimation Surveys. The supervision on field work for qualitative improvement in Agricultural Statistics is carried out through well-organized sample survey under Improvement of Crop Statistics (ICS) Scheme. The Scheme aims at pointing out, through joint efforts of Central and State agencies in 22 States/UTs, the deficiencies in the system of Crop Statistics and suggesting remedial measures for strengthening of the existing system. NSO (FOD) has increased the sample size for supervision of the Crop Cutting Experiments under the Digital General Crop Estimation Survey, initiative of Ministry of Agriculture and Farmers' Welfare for generating robust yield estimates of the programmed crops.
- ii) Accordingly, NSO (FOD) is in the process to engage 130 retired government officials as Consultants, who have requisite experience in the area of Agricultural Statistics especially in Area Enumeration and Crop Cutting Experiments.

2. Scope of Work –

The consultants will be assigned the following tasks-

- i) To liaison and supervise crop cutting experiments and provide technical guidance to the state Primary Workers and other personnels.
- ii) To conduct sample checks, compile data, and verify internal and external consistencies of schedules as per prescribed instructions, and to assist in the scrutiny of schedules, wherever necessary.

- iii) To maintain and assist in liaison with all concerned such as state functionaries, ROs, SROs and AS Hqrs Faridabad etc. for smooth conduct of work.
- iv) To gain comprehensive knowledge of up-to-date land records system, and agricultural practices, instructions for crop inspections and crop cutting experiments of the concerned State / U.T.
- v) To assist in capacity building activities.
- vi) Any other duties assigned from time to time.

3. Eligibility requirement and Experience:

- i) Retired officials of the Central/State/UT Administration/PSUs/Local Body Administrations/Agricultural Universities.
- ii) Minimum 2 years of experience in the field work related to Agricultural surveys and Official Statistics.
- iii) Fluency in the regional/state languages (writing, reading & speaking).
- iv) Should be physically fit. Preference will be given to the applicants, who have retired from Group 'A' or Group 'B' posts with a minimum Grade Pay of ₹4,600 (as per the 6th Central Pay Commission or equivalent). Applicants possessing proficiency in MS Office (Excel, PowerPoint, and Word), along with strong soft skills and effective communication abilities, will be given additional preference.

4. Age Limit –

The candidate should not have age more than 64 years as on the closing date of the application.

5. Remuneration – A fixed monthly amount would be paid, arriving at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration, so fixed shall remain unchanged for the term of the contract. There will be no annual increment/ percentage increase and Dearness Allowance during the contract.

6. Allowances –

- i) House Rent Allowances – No HRA is admissible.
- ii) Travelling and Daily Allowance – Consultants would be entitled for reimbursement of TA & DA as per their entitlement at the time of retirement or TA & DA applicable to the officers of Level-6 (entry level in Group B) in pay matrix of 7th CPC in Government of India, whichever is higher.
- iii) Transport Allowance – Consultants will be entitled to a Transport Allowance (for commuting between residence and office) admissible as per the following classification:

Rates of Transport Allowance per month	
Consultants engaged in the Cities as per Annexure in OM No.21/5/2017-E.II(B) dated 07th July 2017 of Ministry of Finance, Department of Expenditure.	Consultants engaged at all Other Places
Rs. 3600	Rs. 1800

- iv) Internet usage charges – Consultants would be given reimbursement upto Rs. 250 per month as Internet usage charges. No other allowance will be admissible to the Consultants.

7. Selection Process-

- (i) Applications / Advertisement of Positions: An advertisement would be issued for inviting applications from eligible retired government officials for engagement as Consultants by the concerned Regional Offices of NSO(FOD) located at State Agriculture Statistics Authority (SASA) Hqrs. and Agricultural Statistics Hqrs., Faridabad.
- (ii) Applications received in response to above said advertisement will be examined by a Selection and Performance Review Committee constituted at respective Regional Offices located at SASA Hqrs and Agricultural Statistics Hqrs Faridabad.
- (iii) Shortlisted candidates will be called for personal interview. On the date and time fixed for personal interview, the candidates will make it convenient to attend, at own cost, with a copy of the following documents-
 - a) Hard copy of application/CV showing details of work experiences and related documents.
 - b) Pension Payment Order.

(iv) The selected candidate would be expected to join the allotted assignment within fifteen days of issuance of engagement letter.

8. Entitlement of Leave- Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond calendar year may not be allowed.

9. Terms of Engagement-

- i) **Period & Nature of Engagement:** Consultants will be engaged purely on contractual basis for an initial period of one (01) year, which may be extended further upto one year by the competent authority depending on the satisfactory performance of the Consultants and requirement.
- ii) **Termination of Engagement of Consultants:** The engagement of Consultants will be temporary in nature and either party may terminate engagement by giving one month's notice without assigning any reason for it.
- iii) **Place of Posting:** Posting of Consultants would be restricted to the jurisdiction of the respective Regional Office (RO), where they have applied/engaged and the Agricultural Statistics Headquarters, Faridabad.
- iv) **Performance Report:** Consultants need to submit a monthly report to the reporting channel. Based on the monthly reports, an Annual Performance Report may be prepared, which will be reviewed by Selection and Performance Review Committee as needed.
- v) **Timings-** Consultants will normally work as per the timings prescribed for the offices of NSO(FOD). However, if needed the consultants may be required to attend the fieldwork/office on weekends/holidays without any compensatory leave and additional remuneration.
- vi) **Confidentiality:** Consultants may not, except with the prior approval of competent authority in writing, in the bona-fide discharge of duties, publish a book or research paper or a compilation of articles or participate in a radio/TV broadcast or contribute an article or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast, uses any information that he/she may gather as part of this assignment. During the period of engagement with NSO (FOD), the Consultants would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him/her during the period of his/her engagement to anyone who is not authorized to know.
- vii) The Consultants engaged by the NSO (FOD) shall in no case represent or give opinion or advice to others in any matter which is contrary to stated position of Government of India. Any violation may lead to discontinuation of engagement.
- viii) **Use of Name, Emblem or Official Seal of MoSPI:** The Consultants shall not advertise or otherwise make public for purposes of commercial advantage that he/she has a contractual relationship with NSO (FOD), nor shall the Consultants, in any manner whatsoever, use the name, emblem or official seal of MoSPI, or any abbreviation on the name of NSO (FOD), in connection with its business or otherwise without the written permission of NSO (FOD).
- ix) **Prohibition of Sexual Exploitation and Abuse:** The individual Consultants shall comply with the "Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act. 2013 and the Rules framed thereunder". The Individual Consultants should acknowledge and agree that any breach of any of the provisions hereof shall constitute a breach of essential terms of the contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to ground for termination of the contract. In addition, nothing herein shall limit the right of NSO (FOD) to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.
- x) The NSO (FOD) can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course it will provide one month's notice to the individual Consultant. The individual Consultant can also seek for termination of the contract upon giving one month's notice to the respective NSO (FOD) office.
- xi) **Audits and Investigations:** Each invoice paid by NSO (FOD) shall be subjected to a post-payment audit by auditors, whether internal or external, of NSO (FOD) or by other authorized and qualified agents of NSO (FOD) at any time during the term of the Contract and for a period of two (2) years following the expiration or prior termination of the Contract. NSO (FOD) shall be entitled for a refund of excess payment from the individual Consultants for any amount shown by such audits as not been paid by NSO (FOD) other than in accordance with terms and conditions of the contract.

- xii) Settlement of Disputes: NSO (FOD) and the Individual Consultant shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Contract or the breach, termination or invalidity thereof.
- xiii) Arbitration: Any dispute, controversy or claim between the parties arising out of the Contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties to the ADG, NSO (FOD) for arbitration. ADG, NSO (FOD) may appoint an arbitrator for the settlement of the controversy. All disputes are subject to Delhi jurisdiction only.
- xiv) Conflict of Interest: The Consultant shall be expected to follow all the rules and regulations of the Government of India which are in force. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case, the services of the Individual Professional/ Consultant are not found satisfactory or found in conflict with the interests of the NSO (FOD)/Government of India, his/her services will be liable for discontinuation without assigning any reason(s).

10. Duties and responsibilities- Consultants, irrespective of the post from which he/she retired will have to perform all the assigned duties.

Ishita Das, ISS
Joint Director
National Statistics Office (Field Operations Division)
West Bengal (S) Region,
Regional Office, Kolkata, CGO Complex,
2nd Floor, E Wing, Salt Lake, Kolkata – 700064
Ph. 033-23348893/94, e-mail: ro.klk-fod@nic.in