

A-20013/Misc/Sample Size/ICS/2024-AS
Government of India
Ministry of Statistics & Programme Implementation
National Sample Survey Office (Field Operations Division)
Agricultural Statistics Headquarters
Faridabad-121001 (Haryana)

Date: 14-05-2025

Subject: Guidelines for hiring of Consultants in the Regional Offices of NSO (FOD) and AS Wing, NSO (FOD) Hqrs., Faridabad in the Ministry of Statistics and Programme Implementation (MoSPI)-Regarding.

1. Background

1.1 The Field Operations Division of National Statistics Office (NSO) under the Ministry of Statistics and Programme Implementation is broadly responsible for conduct of large-scale sample surveys throughout India on various socio-economic subjects of interest to Government of India on yearly basis. The organization also conducts surveys on Agricultural Statistics; Annual Survey of Industries; Price Collection, etc. The field work of collection of data on sample basis, through scientifically designed structured schedules of inquiries, is done by the Field Operations Division (FOD) of the NSO through its headquarters at Delhi/ Faridabad and a network of six Zonal Offices, 53 Regional Offices and 116 Sub-Regional Offices spread throughout the country. NSO (FOD) is in the process of enhancing sample size for supervision of the Crop Cutting Experiment undertaken by NSO (FOD) under the Digital General Crop Estimation Survey, initiative of Ministry of Agriculture and Farmers' Welfare for generating robust estimates of yield estimation for various crops.

1.2 NSO (FOD) is in the process to engage 130 retired government officials as Consultants (as per the Annexure-I) who have field experience in Agricultural Statistics in the Supervisory capacity in the area of **Area Enumeration and Yield Statistics** for supervision of enhanced sample size of Crop Cutting Experiments undertaken by NSO (FOD).

2. Eligibility Criteria:

(i) Retired Deputy Director/ Assistant Director/ Senior Statistical officers/ Agricultural Officers/ Statistical Officers etc. retired from Group-A/B post having Grade Pay minimum of Rs. 4,600/- (of 6th CPC or equivalent) under Central Govt./ State/ UT Govt./ Retired Faculty from the Agricultural Universities and having good working knowledge of computer.



3. Essential Qualification, Experience, Age, Remuneration

3.1 Essential Qualification:

- (i) Persons having Graduation Degree in any discipline with minimum 5 year experience in the system of supervision of agricultural statistics.
- (ii) Fluency in the regional / state language (writing, reading & speaking).

3.2 Desirable Qualification:

A For 125 Consultants to be recruited at NSRO/SRO preference will be given to candidates having:

- a) Knowledge of basic statistical concepts used in Agricultural Statistics.
- b) Proficiency in MS Office (Excel and Word)
- c) Soft skills including strong communication skill (written & oral)

B For 5 consultants to be hired at AS Hqrs. Faridabad preference will be given to candidates having:

- a) Minimum 5-year experience of data analysis and proficiency in using software like MS Excel, spreadsheet etc.
- b) Well versed in analysis of data sets of agricultural surveys and knowledge of basic statistical concepts & the ability to deal with large data sets.
- c) Proficiency in MS Office (Excel, Power Point and Word)
- d) Soft skills including strong communication skill (written and oral)

3.3 Experience – The eligible retired officials should have at least 5 years field experience in the system of supervision of Agriculture Statistics.

3.4 Age Limit – The candidate should not have age more than 64 years at the time of engagement.

3.5 Remuneration – A fixed monthly amount shall be paid, arriving at by deducting the basic pension from the pay drawn at the time of retirement as per O.M. No. F-No.3-25/2020-E.IIIA dated 09.12.2020 of DoE, Ministry of Finance. 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.

3.6 Allowances –

3.6.1 House Rent Allowances – No HRA is admissible



3.6.2 Transport Allowance – The retired employees engaged as consultants shall be paid TA/ DA on official tour, if any, as per their entitlement at the time of retirement.

3.6.3 Internet usage charges – Consultants would be given reimbursement upto Rs. 250 per month as Internet usage charges.

3.6.4 Leave of Absence – 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.

No other allowance will be admissible to the Consultants.

4. Selection of Consultants:

4.1 The selection of the Consultants shall be done by a Selection and Performance Review Committee through Interview constituted at each Regional Offices located at State Agricultural Statistics Authority Hqrs and Agricultural Statistics Hqrs., Faridabad with the following composition:

DDG/Director/ Equivalent officer	Chairman
DD/AD	Member
SSO In-charge of Agriculture Surveys	Member
An outside member, reasonably at the senior level and stationed at the RO/ AS Hqrs. from the other Deptt./Office of Centre/State Government	Member

4.2 Applications / Advertisement of Positions: An advertisement shall be issued for inviting applications from eligible candidates for engagement as Consultants by the concerned Regional Office (at SASA Hqrs.) and Agricultural Statistics Hqrs., Faridabad. The closing date for submission of applications should be at least 14 (fourteen) days from the date of issue of the advertisement. The same will also be published on MoSPI's website.

5. Terms and condition of Engagement

5.1 Period & Nature of Engagement: Consultants will be appointed purely on contractual basis for an initial period of one year which can be extended further, one year in one stretch by the competent authority depending on the performance of the Consultants and requirement of NSO (FOD).

5.2 Termination of Contract of Consultants: The appointment of Consultants will be temporary in nature and either party may terminate contract by giving one month's notice without assigning any reason for it.

5.3 Place of Posting: The place of posting will be at NSO (FOD) field offices (NSRO/SRO) located across India and Agricultural Statistics Hqrs. Faridabad.

5.4 Performance Report: A clear allocation of work may be provided to the Consultants and monthly summary report of work may be sent by each Consultant to the reporting channel. An annual Performance Appraisal of the Consultants would be undertaken through a Performance Report (PR). The performance Appraisal Committee will be constituted and the same to be chaired by DDG/Director/ equivalent officer to review the work and performance of the Consultants.

5.5 Working hours: Normal working hours would be Monday to Friday as per stipulated office hours except designated holidays by Government of India. However, if fieldwork required, the Consultants may be required to attend field work on Saturdays, Sundays and designated holidays by the controlling officer without any compensatory leave.

5.6 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.

5.7 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.

5.8 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).

5.9 Prohibition of Sexual Exploitation and Abuse: In the performance of the contract, 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 agrees 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.

5.10 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 NSO (FOD).

5.11 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 to have been paid by NSO (FOD) other than in accordance with terms and conditions of the contract.

5.12 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.

5.13 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.

5.14 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).



(Sudhir Kumar)

Director

To,

1. DIID for uploading on Ministry's website
2. Ministry of Labour and Employment for publishing at National Career Services (NCS) portal
3. Media Cell, MoSPI for wide publicity on social media



NSRO/SRO wise distribution of Consultants required for Supervision of additional 9520 CCEs

Zone	Sl. N	State Name	Regional Office	Sub-Regional Office	Consultants required for additional CCEs in each NSRO/SRO office
1	2	3	4	5	8
CZ	1	Madhya Pradesh	Gwalior	Gwalior	1
				Shivpuri	1
				Ratlam	1
				Ujjain	1
			Bhopal	Indore	0
				Khandwa	1
				Chindwara	1
				Bhopal	1
			Jabalpur	Sagar	1
				Riwa	2
				Jabalpur	1
		Total			11
CZ	2	Uttar Pradesh	Agra	Agra	1
				Aligarh	1
				Meerut	0
			Prayagraj	Prayagraj	0
				Azamgarh	0
				Ayodhya	0
				Gorakhpur	0
				Varansi	1
			Bareilly	Bareilly	0
				Sitapur	1
				Muradabad	1
				Saharanpur	0
			Lucknow	Lucknow	1
				Fatehpur	2
				Gonda	1
				Jhansi	3
				Kanpur	1
		Total			13
	3	Uttarakhand	Dehradun	Dehradun	1
				Almora	1
		Total			2
CZ TOTAL					26
EZ	4	Bihar	Patna	Patna	1



				Gaya	1
				Bhagalpur	1
			Mujjafarpur	Mujjafarpur	1
				Motihari	1
				Purnia	1
				Darbhanga	1
		Total			7
EZ	5	Jharkhand	Ranchi	Ranchi	1
				Hazaribagh	0
				Jamshedpur	0
				Dumka	1
				Daltangunj	1
				Dhanbad	0
		Total			3
EZ	6	Odisha	Bhubneshwar	Bhubneshwar	0
				Behrampur	0
				Cuttack	1
				Baripada	1
			Sambalpur	Sambalpur	2
				Bhawanipatna	1
		Total			5
EZ TOTAL					15
NE	7	Assam	Guwahati	Guwahati	2
				Silchar	1
			Dibrugarh	Dibrugarh	0
				Tezpur	1
				Jorhat	1
		Total			5
NE TOTAL					5
NZ	8	Haryana	Chandigarh	Chandigarh	0
				Ambala	1
				Karnal	1
				Faridabad	1
				Rohtak	1
				Hisar	2
		Total			6
NZ	9	Himachal Pradesh	Shimla	Dharamshala	1
				Mandi	1
				Bilaspur	0
				Shimla	1
		Total			3
NZ	10	Punjab	Jalandhar	Jalandhar	0

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				Amritsar	1
				Hoshiyarpur	1
			Mohali	Faridkot	1
				Ludhiana	0
				Batinda	0
				Mohali	1
		Total			4
NZ	11	Rajasthan	Jaipur	Jaipur	3
				Ganga nagar	2
				Alwar	0
				Kota	2
			Ajmer	Ajmer	2
				Jodhpur	3
				Udaipur	1
		Total			13
NZ TOTAL					26
SZ	12	Kerala	Thiruvananthpuram	Thiruvananthpuram	0
				Kollam	2
				Kottayam	1
				Cochin	1
			Kozhikode	Kozhikode	2
				Palakkad	1
				Thrissur	0
				Kannur	1
		Total			8
SZ	13	Tamil Nadu	Chennai	Chennai	0
				Vellore	1
				Cuddalore	0
			Coimbatore	Coimbatore	0
				Dharmapuri	1
				Salem	1
				Tiruchirapalli	1
			Madurai	Madurai	1
				Thanjavur	0
				Tirunelveli	0
				Virudhnagar	0
		Total			5
SZ TOTAL					13
WZ	14	Chhattisgarh	Raipur	Ambikapur	1
				Bilaspur	0
				Durg	1
				Raipur	1

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		Total			3
WZ	15	Gujarat	Ahmedabad	Ahmedabad	1
				S. Nagar	1
				Rajkot	1
				Jamnagar	1
				Bhavnagar	1
			Vadodara	Mehsana	1
				Nadiad	1
				Vadodara	3
				Surat	1
				Valsad	0
		Total			11
WZ	16	Maharashtra	Mumbai	Thane	0
			Nagpur	Nagpur	2
				Akola	2
				Amrawati	2
			Pune	Pune	3
				Kohlapur	1
				Solapur	2
			Aurangabad	Aurangabad	2
				Jalgaon	2
				Nasik	1
				Nanded	3
		Total			20
WZ TOTAL					34
17 A.S Hqrs Faridabad HQ & ZO					11
ALL INDIA TOTAL					130

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