

F.No.A-12011/1/2019-Estt.  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Fertilizers

Shastri Bhawan, New Delhi  
Dated the 13<sup>th</sup> January, 2025

VACANCY CIRCULAR

**Subject: Appointment of Young Professional on contract basis in the Department of Fertilizers – reg.**

In continuation to Department of Fertilizer's Vacancy Circular No. A-12011/1/2019-Estt. dated 24.12.2024, vide which applications for 01 post of Young Professional were invited, it is informed that the last date for receipt of applications has been extended for a further period of 15 days i.e. till 22.01.2025. All other terms and conditions will remain the same as mentioned in DoF vacancy circular dated 24.12.2024 (copy enclosed).

2. The application should reach at the following address:-

**The Under Secretary (Establishment),  
Room No. 205 D, 2<sup>nd</sup> Floor, Shastri Bhawan,  
New Delhi – 110001.**

3. Duly filled application form along with relevant documents may also be sent via e-mail on e-mail ID : usestt.dof@gov.in, followed by a hard copy.

4. Applications received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated and called for personal interaction / interview.

5. Department of Fertilizers reserves the right to reject any application without assigning any reason.

Encl.: As above.

Signed by

Manish Kumar Chourasiya

Date: 13-01-2025 15:00:09  
(Manish Kumar Chourasiya)

Under Secretary to the Govt. of India

Ph: 23387492

Copy to:

1. All Ministries/Departments of Government of India.
2. IT Section for uploading the Circular on the website of the Department of Fertilizers.
3. PPS to AS (Admn.)
4. PPS to JS (TS)
5. PS to Director (FI), DoF
6. E-Office Notice Board.

No.A-12011/1/2019-Estt.  
Govt. of India  
Ministry of Chemicals & Fertilizers  
Department of Fertilizers

Shastri Bhavan, New Delhi  
Dated the 24<sup>th</sup> December, 2024

**VACANCY CIRCULAR**

**Subject: Appointment of Young Professional on contract basis in the Department of Fertilizers.**

Applications are invited from the eligible Indian citizens for filling of one post of Young Professional in the Department of Fertilizers, Shastri Bhawan, New Delhi on contract basis. The details regarding the period of engagement, educational qualifications, experience, age, nature of duties, etc. in respect of the post are as under:-

S. No	Description	Information
1	Qualification	<b>Essential:</b> The candidate must be having a degree in B.E/B.Tech/MSc. Chemistry/MSc. Biology.  <b>Desirable:</b> Preference will be given to those candidates having experience in Fertilizer Industry/PSU. In addition to this, the candidate should have excellent communication and interpersonal skills with a flair for in depth handling work.
2	Experience	2 years of working experience
3	Age	Not more than 40 years.
4	Duties and Functions	<ol style="list-style-type: none"><li>i. Coordination &amp; Collection of data from the Fertilizer Companies for the development of PMKSKs, ONOF- PMBJP, PM-MKDK Scheme.</li><li>ii. Monitoring &amp; analyzing the progress of newer initiatives launched by the Department and preparing detailed reports on the same for the perusal of higher authorities.</li><li>iii. Continuous collection of data on sources of fertilizer raw material/ finished products in various countries, price fluctuations, analyze the data and suggest planning for production and import before each season.</li><li>iv. Data compilation regarding workings/elements of concession rate of all urea units and also verification of data submitted by urea manufacturing units.</li><li>v. Study the possible investments abroad for ensuring continuous supply of raw materials/ fertilizers</li><li>vi. Continuous monitoring and analysis of the data available in iFMS and provide inputs for improvement in fertilizer delivery system by plugging the gaps ,if any, existing.</li><li>vii. Collection of best practices/ innovative ideas/ initiatives relating to fertilizers from across the countries and suggest their relevance to Indian Scenario so that possible policy measures can be initiated.</li><li>viii. Any other work assigned by the higher authority time to time.</li></ol>
5	Remuneration	Rs. 60,000/month (Rupees Sixty Thousand per month)
6	Tenure	One Year
7	Number of Vacancies	01

Contd..../-



2. The engagement of Young Professional will be governed as per the guidelines for engagement of Young Professionals in Department of Fertilizers No.A-12011/01/2019-Estt. dated 30.07.2019 (copy enclosed).

3. The above position will be on purely temporary basis and for the period of one year. The Competent Authority also reserves the right to terminate the appointment at any time without assigning any reason/notice.

4. Applications from eligible candidates for the aforesaid position are invited in the enclosed Application Form. The application should reach the following address within 15 days from the date of issue of this vacancy circular:

**The Under Secretary (Establishment),  
Room No. 205 D, 2<sup>nd</sup> Floor, Shastri Bhawan,  
New Delhi – 110001.**

5. Duly filled application form along with relevant documents may also be sent via e-mail on e-mail ID : usestt.dof@gov.in, followed by a hard copy.

6. Application received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated and called for personal interaction / interview.

7. Department of Fertilizers reserves the right to reject any application without assigning any reason.

Encl.:- as above.



(Surendra Thakur)

Deputy Secretary to the Govt. of India

Tel No.: 011-23382552

Copy to:-

(i) IT section for uploading the Circular on the website of the Department of Fertilizers.

(ii) PS to JS (TS)

## APPLICATION FORM

1. Name in full (in Block letters):

2. Father' s/Husband ' s Name:

3. Permanent Address:

4. Address for correspondence:

5. Phone /Mobile No. and E-mail:

6. (a) Date of Birth                      Date:                      Month:                      Year :

(Self attested copy of age proof to be attached)

(b) Age as on 1<sup>st</sup> January, 2025: Year                      Months                      Days

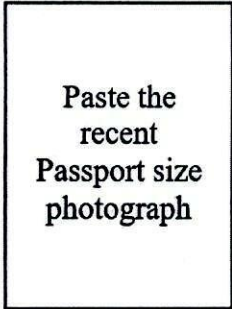
7. Nationality :

8. (a) Educational Qualifications:

Name of the Institution/ Board/University	Year of Passing	Subjects studied	Division / % of marks obtained

(Attach the supportive documents)

Contd...2/-



(b) Professional/Technical / additional Qualifications :

Name of the Institution/ Board/University	Year of Passing	Subjects studied	Division/% of marks obtained

(Attach the supportive documents)

(c) Work Experience in the relevant fields:

Name & address of Employer	Period of service		Designation of post & scale Of pay	Total length of service	Nature of work & level of responsibilities
	From	To			

(Attach the supportive documents)

Note: A brief write-up to be given at the end indicating the relevance of past experience to the Post applied for)

9. Languages known with proficiency:

10. Whether presently in any job, If yes, name of the organization:

11. Any other information relevant: .....

**Declaration & Certificate**

I hereby declare and certify that all the statements made in this application are true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process. Further, I understand that this position is purely temporary on contract basis, if it is found after my appointment at the Centre that the particulars furnished by me are incorrect or suppressed, my services are liable to be terminated without any notice.

Place.....

Date.....

Signature of the Candidate.....

Name.....