



राष्ट्रीय बागवानी बोर्ड
National Horticulture Board
कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार
Ministry of Agriculture & Farmers Welfare, Govt. Of India
85, इंस्टीट्यूशनल एरिया, सैक्टर-18, गुरुग्राम-122015
Plot No. 85, Sector-18, Institutional Area, Gurugram-122015
Phone: 0124-2342989-92, **Website** www.nhb.gov.in
ई-मेल/ Email : md@nhb.gov.in

The National Horticulture Board intends to engage the services of following positions on contract basis, initially, for a period of one year, extendable for a further period of two years subject to annual performance /review.

The eligibility criteria and Terms of Reference for engagement of Consultants and Resource Persons are as under:-

S. N.	Position	No. of Posts	Monthly remuneration (Rupees)	Essential Qualification	Experience	Experience/Desirable Skills	Maximum Age limit
1	Chief Consultant (Exports)	1	1,20,000	Postgraduate degree or diploma (equivalent to degree) in Agribusiness/ international trade/ exports)	7 years	Knowledge of agriculture / horticulture exports, international trade regulations, procedures and documentation, export promotion schemes, market intelligence, identification of export opportunities in global markets and agriculture value-chain having experience in an organization of repute.	55 years
2	Consultant (Accounts)	1	80,000	Post-Graduate Degree in Commerce/ Finance/ Accounts	5 years	General Accounting, Financial Auditing in Government Organization or PSU or Autonomous Body or a Corporate of Repute	55 years
3.	Consultant (Executive Assistant/ Personal Executive)	1	80,000	Graduate in any discipline from a recognized University and also possessing a post-graduate Diploma in Office Management/ Secretarial Practice/ Business Administration	5 years	The candidate should have proficiency in noting and drafting of official communications; handling e-Office/e-File systems and digital records; preparation of reports, minutes of meetings, and presentations; email and correspondence management; MS Office Suite (Word, Excel, PowerPoint); and coordination with senior executives and stakeholders. The candidate should have experience in Government Departments, Public Sector Undertakings, Autonomous Bodies, International Organizations, or reputed Corporate	40 years

						Organizations as Personal Assistant, Executive Assistant, Office Executive, Resource Person, or in an equivalent position.	
4.	Resource Person (Executive Assistant/ Personal Executive)	1	50,000	Graduate in any discipline from a recognized University and also possessing a post-graduate Diploma in Office Management/ Secretarial Practice/ Business Administration	3 years	-do-	40 years

Terms of Reference:-

- i) The engagement will be purely on contractual basis for a period of one year from the date of engagement.
- ii) The Consultants and Resource Persons will be paid a consolidated monthly remuneration as mentioned against each in the above table on the expiry of each calendar month on recommendation of concerned Divisional Head and after submission of details of work done during the month.
- iii) He will not be entitled for any accommodation, medical allowance, Travelling allowance or any other allowance.
- iv) Expenditure incurred by him on travel for undertaking official tours within the country in the course of execution of the work assigned to him will be reimbursed to him on actual basis.
- v) He will be entitled to travel by air (Economy class) train (2nd class AC) taxi during the tour programme to States/UTs for official purpose. Hotel accommodation costs, daily allowances as admissible of National Horticulture Board and incidental expenses incurred in connection with the assignment will be borne by the NHB as per actual on production of supporting vouchers.
- vi) He will not be entitled to any claim or right for continuing the assignment or regular appointment to this assignment.
- vii) During the period of assignment, the Headquarters will be at Gurugram.
- viii) The assignment can be cancelled/terminate at any time on a 7 days' notice during the period on account of unsatisfactory performance towards the work assignment or any other reason.
- ix) He would be subject to the provisions of the Indian Official Secret Act, 1923. Any information gathered during the period of consultancy shall not be divulged to anyone who is not authorized to have the same.
- x) He will not be entitled for accommodation and facilities such as regular transport/telephone connection. However, any expenditure incurred by him on telephone and transport in execution of the work assigned to him will be reimbursed to him on actual basis.

Procedure for the submission of the application:-

The applications addressed to Managing Director, National Horticulture Board should be submitted through email at md@nhb.gov.in and nhbpersonnel@gmail.com latest by **5:00 PM on or before 8.7.2026**. Applications received after the stipulated date and time shall not be entertained. Application through email shall only be entertained, so there is no need to send the applications in physical form.

The application should be submitted in the prescribed format (**format attached**) with the following documents duly self-attested by the applicant:-

- i) Copy of degree and Mark sheets in respect of educational qualification indicated in the Performa.
- ii) Copy of Experience certificates.
- iii) Copy of PAN Card and Aadhar card

Interview

Interview for the shortlisted candidates shall be conducted on 13.7.2026 from 11.00 am onwards. Exact slot of the interview shall be communicated to the shortlisted candidate through email.

Application Form

Affix
passport
size
coloured
photograph

1. Name and address (in Block letters):
2. Date of Birth (DD/MM/YYYY):
3. Details of Educational Qualification:

Sl. No.	Qualifications	Year of passing Degree/Diploma	University/ Institution	Subject	Subject of Specialization

4. Whether you full-fill the eligibility criteria prescribed for the post: -Yes / No
5. Details of Experience/employment in current/previous organization/department:

Name of post held	Name & Address of Employer	From	To	Pay/Pay Scale/Pay Leve.	Nature of duties

6. Additional information, if any, which you would like to mention in support of your suitability for the post.
 - Self-attested copies of educational certificates and mark sheets
 - Self-attested copies of experience certificates
 - Self-attested copy of Aadhaar Card
 - Any additional supporting documents -

Declaration:

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. In case any information is found false or incorrect, my candidature may be cancelled by the organization.

Date: _____

Place: _____

(Signature of the Candidate)

Name of Candidate: _____

Address: _____

Mobile No.: _____

Email ID: _____