राष्ट्रीयबागवानीबोर्ड
National Horticulture Board
कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार
Ministry of Agriculture & Farmers Welfare, Govt. Of India
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राष्ट्रीय बागवानी बोर्ड
National Horticulture Board

आज़ादी का अमृत महोत्सव

NHB/Pers./Engagement of Consultant/2026/ Date 10.09.2026

The National Horticulture Board (NHB) invites applications from eligible candidates for engagement of **01 Consultant (Personnel & Establishment)** purely on a contractual basis. The engagement will initially be for a period of **one year**, which may be extended annually for a further period of **up to two years**, subject to satisfactory performance and annual review, as well as the requirements of the Board.

The eligibility criteria and Terms of Reference (ToR) for the engagement of Consultant are as under:-

S. N.	Position	No. of Posts	Monthly remuneration (Rupees)	Eligibility Criteria
1	Consultant (Personnel & Establishment)	1	Last Pay drawn minus Pension drawn + Transportation allowance as per Rules.	The candidate should have superannuated from the post of Section Officer or an equivalent post (Level-7 of 7th CPC) in any Central Government Department/Office or Autonomous Body and should possess knowledge and experience in handling Personnel & Establishment and Vigilance matters, particularly sensitive and confidential cases. The candidate should have adequate Experience in preparation of Roster, Drafting of Notes, Office Orders, Letters and other official communications relating to Personnel & Establishment matters, including Sensitive & Confidential Personnel matters, Inquiry & investigation matters, Promotion & Seniority cases, MACP cases, Recruitment & Selection processes, Pay fixation matters and Disciplinary proceedings & disciplinary action cases

Age: -

Maximum age should be 62 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 extension of period, if any, will be considered based on the functional requirements of NHB, satisfactory performance of the Consultant, and recommendations of the Reporting Officer.

iii) The Consultantwill be paid monthly remuneration equivalent to the Last pay drawn **minus** Pension drawn, payable at the end of each calendar month on recommendation of concerned Divisional Head and after submission of details of work done during the month.

iv) Transport allowances will be provided to him by NHB in terms of order of Ministry of Finance vide OM. F. No. 3-25/2020-E-IIA dated 09.12.2020.

v) No other allowances viz; HRA, Mobile Phone facility and medical allowances will be admissible to him.

vi) 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 as per his entitlement.

vii) Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

viii) He will undertake any other activity/work as may be decided by the Competent Authority of NHB.

ix) During the period of assignment, the Headquarters will be at Gurugram.

x) The assignment can be cancelled/terminated by NHB at any time without assigning any reason.

xi) 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.

Procedure for the submission of the application:-

The applications addressed to the 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 the last date i.e. 24.09.2026.** Any application received after last date shall not be entertained. Applications through email shall only be entertained, so there is no need to send the application in physical form.

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

i) Copy of degree and mark sheet in respect of educational qualification indicated in the Performa.

ii) Copy of experience certificate.

iii) Copy of PAN Card and Aadhar card.

iv) Copy of Relieving Order issued at the time of superannuation from the services.

v) Copy of Vigilance clearance Report by Organization from which superannuated.

vi) Copy of Last Pay Certificate (LPC) and Pension/PPO Certificate.

Application Form

Affix passport size colour photograph

1. Name and address (in Block letters):
2. Date of Birth (DD/MM/YYYY):
3. Name and address of the Organization:
   (from which superannuated)
4. Nature of Organization:
   (Central Govt/State Govt/UTs/recognized Research Institution/Agriculture University/PSUs/Semi-Govt./Autonomous/Statutory Organizations)
5. Designation/Post was held in the Organization:
6. Pay Scale/Pay Level/Pay Matrix of the post:
   (from which superannuated)
7. Date of joining Service:
8. Date of superannuatedfrom the Organization:
9. Details of Educational Qualification from Bachelor's degree onwards:

Sl. No.	Master/Doctorate Degree obtained	Year of passing Degree/Diploma	University/ Institution	Subject	Subject of Specialization

10. Additional information, if any, which you would like to mention in support of your suitability for the post.
11. Copy of the following documents are attached with this application: -
    - Degree and mark sheet in respect of educational qualification indicated in the Performa.
    - Experience certificate.
    - PAN Card and Aadhar card.
    - Relieving Order issued at the time of superannuation from the services.
    - Vigilance clearance Report by Organization from which superannuated.
    - Last Pay Certificate (LPC) and Pension/PPO Certificate.

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 the candidate: _____
Address: _____

_____

Mobile: _____
E-mail Id: _____