

F. No.- 5-227/2025-Estt (E-164000) / 1086-1089  
Government of India  
Department of Agriculture & Farmers Welfare  
Ministry of Agriculture & Farmers Welfare  
Directorate of Extension

Krishi Vistar Bhawan  
New Delhi-110001  
Dated the 17<sup>th</sup> July, 2025

**OFFICE MEMORANDUM**

**Sub: Advertisement for engagement of 'Halwai-cum-Cook' in Directorate of Extension on short-term contract basis for a period of one year - reg.**

The undersigned is directed to enclose herewith a copy of advertisement inviting applications from retired Government officers for engagement as 'Halwai-cum-Cook' in the Directorate of Extension on short-term contract basis.

2. The details including eligibility criteria, selection modalities etc. are also available on the Directorate of Extension's website [www.krishivistar.gov.in](http://www.krishivistar.gov.in) & on the website of Ministry of Agriculture & Farmers Welfare i.e. [www.agriwelfare.gov.in](http://www.agriwelfare.gov.in). The Directorate of Extension reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.

3. The application form for the post of 'Halwai-cum-Cook' on contract basis is enclosed herewith at Annex-I. **Applications along with requisite documents does may be forwarded to Directorate of Extension, Krishi Vistar Bhawan within 45 days from the date of advertisement/publication of circular in the Employment news/ Rojgar Samachar. Applications received after due date will not be entertained.**

Encl: As above.

(Jitendra Kumar Jha)

Deputy Director(Admn.)

जीतेन्द्र कुमार झा / JITENDRA KUMAR JHA  
उप निदेशक / Dy. Director  
भारत सरकार / Government of India  
कृषि एवं किसान कल्याण मंत्रालय  
Min. of Agriculture and Farmers Welfare  
विस्तार निदेशक / Directorate of Extension  
कृषि विस्तार भवन, पुसा, नई दिल्ली-110012  
Krishi Vistar Bhawan, Pusa, New Delhi-110012

To,

Website updation / IT Incharge with a request to upload this OM & Circular on to the website of the MoA&FW & DoE under the relevant heading.

Copy to:

- 1) All Ministries/ Departments of Govt. of India. It is requested that the vacancy may be given wide publicity in their subordinate and attached officers under their Administrative control.
- 2) Under Secretary (CS-I), CS Division, Department of Personnel and Training, Lok Nayak Bhawan, Khan Market, New Delhi- with the request to upload this Vacancy Circular on DoPT website.
- 3) All organizations of Ministry of Agriculture & Farmers Welfare.

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04/08/2025

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Dated the 17<sup>th</sup> July, 2025


**CIRCULAR FOR ENGAGEMENT OF 'HALWAI-CUM-COOK'**

Applications in the prescribed proforma (as per Annexure) are invited from eligible candidates for engagement as 'Halwai-cum-Cook' in the Directorate of Extension on short-term contract basis as per details given below:

1.	Name/Number of posts	'Halwai-cum-Cook'
2.	Period of Consultancy	Initially for a period of one year which may be extended based on requirement of this office and performance of Halwai-cum-Cook concerned.
3.	Job Location	Directorate of Extension, Krishi Vistar Bhawan, IASRI Campus, Pusa, New Delhi
4.	Eligibility Criteria and Experience	Persons retired from the post of 'Halwai-cum-Cook' or equivalent from Government of India, Attached & Subordinate offices and having experience in the relevant fields as mentioned below and should possess knowledge of kitchen services in the Central Government Ministries/Departments.
5.	Age Limit	Candidate should not be more than 64 years of age as on the date of receipt of applications.
6.	Remuneration	The remuneration will be regulated as per MoF, DoE's OM No- 3-25/2020-E.IIA dated 09.12.2020
7.	Leave	The Consultant shall be eligible for <b>8 days'</b> leave in a calendar year on pro-rata basis. No remuneration for the period of absence in excess of the admissible leave will be given. Also, un-availed leave shall neither be carried forward to next year nor encashed.
8.	Working Hours	<ul style="list-style-type: none"><li>The 'Halwai-cum-Cook' shall be required to observe the normal office timings and may also be called upon to attend office on Saturdays/Sundays or any other holiday in case of exigencies of work.</li><li>They have to mark their attendance on BAS mandatorily failing which it may result in deduction of remuneration.</li></ul>
9.	Terms of Contract	<ul style="list-style-type: none"><li>The candidates selected will be engaged purely on contractual basis initially for a period of one year and will not confer any right for regular</li></ul>

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		<p>appointment in the Directorate of Extension.</p> <ul style="list-style-type: none"> <li>• Further, extension on year to year basis will be considered based on their performance and need for the specific post.</li> <li>• The Directorate of Extension, DA&amp;FW has the right to terminate the engagement by serving 15 days written notice to the 'Halwai-cum-Cook'. Termination shall be effected on the day right after the completion of 15 days of delivery of such notice.</li> </ul>
10.	Selection Procedure	<ul style="list-style-type: none"> <li>• The Directorate of Extension will scrutinize all the applications by a 3 members Screening-cum-Selection Committee and candidates will be shortlisted based on the experience. The Committee may hold a personal interaction with the shortlisted candidates, if required.</li> <li>• The decision of the Committee shall be final and no correspondence will be entertained in this regard.</li> </ul>
11.	How to apply	<ul style="list-style-type: none"> <li>• Application form for the post of 'Halwai-cum-Cook' is enclosed as Annexure-I.</li> </ul>
12.		<ul style="list-style-type: none"> <li>• Interested applicants may submit their applications at following address;</li> </ul> <p style="text-align: center;">Director (Administration) Directorate of Extension, Krishi Vistar Bhawan, IASRI Campus, Pusa, New Delhi-110012</p>

  
**जीतेन्द्र कुमार झा/JITENDRA KUMAR JHA**  
उप निदेशक / Dy. Director  
भारत सरकार / Government of India  
कृषि एवं किसान कल्याण मंत्रालय  
Min. of Agriculture and Farmers Welfare  
विस्तार निदेशालय / Directorate of Extension  
कृषि विस्तार भवन, पूसा, नई दिल्ली-110012  
Krishi Vistar Bhawan, Pusa, New Delhi-110012

**Application for the post of Halwai-cum-Cook in the Directorate of Extension,  
MoA&FW**

Recent  
Passport Size  
Photograph

1	Full Name (Block Letters)	
2	Father's/Husband's Name	
3	Date of Birth	
4	Contact Details	Mobile No./Tel. No. E-mail ID:
5	Address for Communication	PIN:
6	Date of Joining in Govt. Service	
7	Age as on date	
8	Whether SC/ST/OBC	
9	Date of retirement and the post from which retired (enclose copy of retirement order)	
10	Name of the Ministry/Deptt. from which retired	
11	Last Pay Drawn (enclose copy)	
12	Experience in kitchen service	
13	PPO No. (enclose copy)	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Directorate of Extension. I have read this circular and ready to accept all the terms and conditions for engagement of 'Halwai-cum-Cook'.

Signature

(Full name of the applicant)

Place:

Date:

**Terms and Conditions for engagement of 'Halwai-cum-Cook' in the Directorate of Extension, Ministry of Agriculture & Farmers Welfare,**

- 1) The 'Halwai-cum-Cook' shall perform the services as assigned by the controlling officer.
- 2) The normal working hours would be from 9.30 am to 6:00 p.m. with lunch break of 30 minutes from 1:30 p.m. to 2.00 p.m. from Monday to Friday.
- 3) The 'Halwai-cum-Cook' shall be entitled to 1.5 days of leave for every completed month of service during a period of one year of engagement to be availed with prior permission.
- 4) In special circumstances, the 'Halwai-cum-Cook' could be called for services on holidays or beyond normal working hours such as on Meetings/Seminars.
- 5) The appointment is for a maximum period of one year, extendable as per requirement, in Ministry of Agriculture & Farmers Welfare.
- 6) The 'Halwai-cum-Cook' shall be paid a consolidated remuneration as per the formula of last pay drawn minus pension subject to TDS etc. The remuneration for the services rendered in a month shall be payable in subsequent month.
- 7) Directorate of Extension, Ministry of Agriculture & Farmers Welfare shall have the right to examine / review the services provided by him.
- 8) The 'Halwai-cum-Cook' shall perform his/her obligations with all necessary skills, diligence, efficiency and economy.
- 9) Directorate of Extension shall not be responsible for any loss, accident, damages/injury suffered by him / her, whatsoever arising in or out of the execution of his/her work, including travel.
- 10) During the terms of service, he/ she shall not engage in any private business or professional activity which could conflict with the interest of the Government.
- 11) The eligible candidate shall treat all official information as confidential and use the same only for the purpose of the performance of the services.
- 12) The service can be terminated by either side by giving 15 days notice. However, in case a eligible candidate wishes to resign, he/ she will have to give 15 days notice remuneration in lieu thereof resigning from the engagement.