



## ANIMAL WELFARE BOARD OF INDIA

Ministry of Fisheries, Animal Husbandry and Dairying, Govt. of India  
(Department of Animal Husbandry and Dairying)  
42 Milestone, Delhi-Agra Highway, NH-2,  
Sikri, Ballabhgarh, Haryana-121004 Tel: 0129-2555700  
Email: [support-awbi@gov.in](mailto:support-awbi@gov.in) : Website: [www.awbi.gov.in](http://www.awbi.gov.in)

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### CIRCULAR

**Subject: Engagement of one (01 No.) Senior Veterinary Consultant on purely contract basis in the office of Animal Welfare Board of India- regarding.**

The Animal Welfare Board of India proposes to engage 01 No. of a Senior Veterinary Consultant on purely contract basis to fill up one vacancy in its office from the suitable candidates who are eligible for the position of Senior Veterinary Consultant as per the specialization given in **Annexure-I**. The short-listed candidate will be considered for engagement as per the requirement of this office.

2. Interested and eligible applicants may submit their particulars "strictly in the enclosed format (**Annexure - II**) along with CV and relevant documents" to "The Secretary, Animal Welfare Board of India, 42 Milestone, NH-2, Sikri, Ballabhgarh, Haryana, latest by **20<sup>th</sup> June, 2025 (05:00 PM).**"

3. The engagement of Senior Veterinary Consultant will be on purely contract basis subject to terms & conditions mentioned at **Annexure-III**.

4. Animal Welfare Board of India reserves the right to accept or reject any application without assigning any reason.

**Encl.: As Above.**

(Dr. S.K. Dutta)  
Secretary

Copy to - with the request to upload the circular on the website:

1. Sh. Bhuwan Mishra, Director (IT), DAHD
2. Sh. Ankit Singh, IT Consultant, AWBI

**ANNEXURE - I****ADVERTISEMENT OF THE POST**

1.	No. of Senior Veterinary Consultant to be engaged on purely contract basis	One
2.	Period of engagement	For a period of one year with effect from the date selected candidates joins duty. May further be extended on year-to-year basis as per the O.M. No. 3-25/2020/E.IIIA, dated 09.12.2020, subject to functional requirements and also subject to performance.
3.	Age limit	Should not be more than 64 years of age on the last date for receipt of application.
4.	Remuneration	As per the O.M. No. 3-25/2020/E.IIIA, dated 09.12.2020 issued by the MoF, DoE, (as per the Govt. of India norms). and as at Annexure - III
5.	Place of work	Animal Welfare Board of India, 42 Milestone, Delhi-Agra Highway, NH-2, Sikri, Ballabhgarh, Haryana-121004
6.	Education Qualifications and required experience	<ol style="list-style-type: none"> <li>1. M. V.Sc. / B.VSc from recognised Veterinary University.</li> <li>2. A retired Govt. Servant experienced in good Veterinary Practices with dedication, kindness and compassion to animals.</li> <li>3. Knowledge of Heading the Organization or Unit.</li> <li>4. Having knowledge of PCA Act, 1960 Act and the rules made thereunder.</li> <li>5. Having good knowledge and experience of implementation of ABC Programme in Municipalities and Local Bodies.</li> <li>6. Having knowledge of controlling of stray animals and Gaushala management</li> <li>7. Having Good knowledge of English and Hindi Language.</li> </ol>

**ANNEXURE - II**

**APPLICATION FORM FOR THE POST OF SENIOR VETERINARY  
CONSULTANT ON PURELY CONTRACT BASIS IN THE OFFICE OF ANIMAL  
WELFARE BOARD OF INDIA**

**I Personal Details:**

1.	Post applied for	Senior Veterinary Consultant
2.	Name of the applicant (Block Letters)	
3.	Father's / Husband's name	
4.	Date of birth	
5.	Nationality	
6.	Permanent address	
7.	E-mail (in Block Letters)	
8.	Contact No.	
9.	Last Remuneration	

**II. Educational Qualifications: (Please attach self-attested copies)**

Sl.No.	

**III. Professional and Work experience of last five years: (Please attach self-attested copies)**

S. No.	Name of the organization	Post held	Period of service

I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, my services are liable to be terminated.

Signature with date

**ANNEXURE-III****TERMS AND CONDITIONS**

1. The Senior Veterinary Consultant to render his services pertaining to Veterolegal matters of AWBI with respect to Animal Birth Control and Anti Rabies programme (ABC/AR) being facilitated by the Animal Welfare Board of India.
2. The Senior Veterinary Consultant to extend his expert opinion in the matters pertaining to the ABC/AR programme being facilitated by the Board.
3. The Senior Veterinary Consultant to provide his professional services in the field of Veterinary Services.
4. The Senior Veterinary Consultant to make the Animal Hospital functional as and when the decision is taken by the Board in this regard. The Senior Veterinary Consultant has to look after the work of Treatment of Animals as and when the hospital becomes operational.
5. The Senior Veterinary Consultant to look after the work of scrutinizing and processing of the files / cases pertaining to the ABC/AR programme received from the Animal Welfare Organizations / NGOs / Local Bodies for starting / establishing the ABC/AR Centre / Units.
6. The Senior Veterinary Consultant to look after the work of the meetings pertaining to the ABC/AR Committee and maintain the proper records.
7. The Senior Veterinary Consultant to provide his expert opinion / suggestions for preparing the agenda / minutes etc. for the Board meetings as and when required.
8. The Senior Veterinary Consultant to render his services in preparation / amendment / drafting of rules etc. pertaining to ABC/AR scheme / Animal Welfare laws / rules etc. on need basis.
9. The Senior Veterinary Consultant to provide his expert opinion for implementation of the ABC/AR programme throughout the country in view of Animal Birth Control Rules, 2023.
10. The Senior Veterinary Consultant shall not take up any other assignment/work without prior approval from the Board especially which is in conflict with the interest of Animal Welfare Board of India in any way what so ever, on contract or otherwise from any person, legal or natural.
11. **No increments or dearness allowance shall be permitted during the term of the contract.**
12. In any case, the upper age limit for such appointments shall not exceed the age of **65** years.
13. The Senior Veterinary Consultant would be eligible to only twelve (12) days casual leave in each calendar year. The eligibility of leave would be on pro-rata basis. There would be no accumulation and carry forward of this leave beyond the particular calendar year and this leave cannot be availed in advance.
14. The Senior Veterinary Consultant shall be given TA/DA for travel as and when required / directed by the AWBI within the country in connection with official work with prior approval of

Chairman/Secretary AWBI as per the entitlement of officer in the pay level of 7<sup>th</sup> CPC pay matrix.

15. If any information / declaration furnished by you proves to be false or if you are found to have wilfully suppressed any material information, you will be liable to removal from service and such other action as may be considered necessary.
16. The Headquarters will be at Animal Welfare Board of India, Sikri, Ballabhgarh, Dist. Faridabad, Haryana – 121004.
17. The services of the Senior Veterinary Consultant can be terminated by giving one-month notice at any time without assigning any reason. The Senior Veterinary Consultant should also give one-month prior notice before leaving in between the contract period or will have to deposit one-month salary in lieu of notice.
18. These terms and conditions shall remain in force for a period of one year initially with effect from the date of joining, which may be further extended in writing with consent of the Competent Authority. However, the AWBI shall have the right to disengage the professional services of the Senior Veterinary Consultant upon breach of any of the terms and conditions mentioned above or otherwise by serving one month's notice.
19. This Undertaking shall remain in force for a period of one year with effect from the date of joining, which may be further extended in writing with consent of the Competent Authority.

#### **CONFIDENTIAL INFORMATION**

20. In the course of attending the assigned official work, the AWBI may share confidential information including documents with the Senior Veterinary Consultant so as to discharge the assigned functions to protect the interest of the AWBI. For the purposes of this undertaking, "Confidential Information" means any data or information that is proprietary of the AWBI and not accessible to general public, whether tangible or intangible or in electronic or documental or virtual form, whenever and however disclosed but not limited to: -
  - (a) any strategy, plan, information result relating to the past, present or future official functions of the AWBI throughout the country;
  - (b) any report, data, information and official secret; and
  - (c) any other information reasonably treated as confidential.
21. (i) The AWBI may, from time to time, disclose 'Confidential Information' to the Senior Veterinary Consultant who undertakes to:
  - (a) limit disclosure of any type of Confidential Information;
  - (b) keep all Confidential Information strictly confidential by using a reasonable degree of care, but not less than the degree of care used by the Senior Veterinary Consultant in safeguarding his own confidential information; and not disclose any Confidential Information received from this office to any third party/ies except as otherwise provided herein or with prior approval in writing from the Competent Authority.
- (ii) The Senior Veterinary Consultant accepts that he shall be held responsible for any breach which is contrary to this Undertaking.

22. The Senior Veterinary Consultant hereby undertakes to use the Confidential Information solely in connection with the current or contemplated assignment given by the AWBI and not for any purpose other than authorized herein without the prior written consent of the Competent Authority of the AWBI.
23. The Senior Veterinary Consultant will maintain absolute confidentiality and secrecy of the information handled by him / her. The secrecy and confidentiality are to be maintained even after the termination of the engagement.
24. No Senior Veterinary Consultant shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment for this office, without the express written consent of this office.
25. The Senior Veterinary Consultant shall be bound to hand-over the entire set of records of assignment to the Board before the expiry of the contract, and before the final payment is released by this office.
26. The Senior Veterinary Consultant would be required to sign a non-disclosure undertaking.
27. The Senior Veterinary Consultant undertakes to immediately return to the AWBI all material embodying the Confidential Information provided herein and all notes, summaries, memoranda, Manuals, records, excerpts or derivative information deriving there from and all other documents or materials (and all copies of any of the foregoing, including "copies" that have been converted into electronic media in the form of image, data or word processing files either manually or by image capture) based on or including any Confidential Information, in whatever form of storage or retrieval, upon -
  - (i) the completion or termination of the engagement with the AWBI;
  - (ii) the breach of the terms and conditions of the Undertaking; or
  - (iii) such time as the AWBI may so desire.

#### **Conflict of interest**

28. The Senior Veterinary Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is averse to the interest of this office nor will he indulge in any activity outside the terms of employment/contractual assignment.
29. The Senior Veterinary Consultant shall not claim any benefit/ compensation/ absorption/ regularization of service with this office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970.

#### **Termination of Agreement**

30. The Animal Welfare Board of India reserves the right to terminate the contract at any time without giving any notice and also without assigning any reasons.