



भाकृअनुप-राष्ट्रीय जैविक स्ट्रेस प्रबन्धन संस्थान  
बरौंडा, रायपुर, छत्तीसगढ़-493225

ICAR-NATIONAL INSTITUTE OF BIOTIC STRESS MANAGEMENT  
BARONDA, RAIPUR, CHHATTISGARH - 493225

ao.nibsm.cg@nic.in Tele Fax: 0771-2444697, Tele- 0771-2225333



F.No-2-1/12-13 /Consultant /NIBSM/2018 16204

Date: 07/09/2019

**CIRCULAR**

**Subject: Engagement of Consultants in the ICAR- NIBSM, Baronda, Raipur (C.G.)**

ICAR National Institute of Biotic Stress Management Baronda Raipur invite applications from retired Assistant/ Assistant Administrative officer/ Assistant finance & Accounts officer or equivalent of ICAR/Other Central or state Govt. Institute for engagement as Consultants on contract basis for a period of one year and extendable for further one year as per requirement . The consultants will be posted in Administrative and Finance & Account Section of NIBSM Baronda Raipur on the terms and condition of engagement of consultant are annexed (as Annexure I). The eligibility criteria and other details are as follow:

|    |  |  |
|----|--|--|
| 1. | No. of consultants to be engaged on contract basis:  | 2 Nos (One each in Administrative section and Finance & Account section)   |
| 2. | Place of assignment  | ICAR -NIBSM , Baronda, Raipur(C.G.)  |
| 3. | Age Limit  | Candidate should not be more than 65 Years of age as on last date of receipt of application i.e. 05-10-2019.   |
| 4. | Required Experience  | 1. Minimum working experience of 20 Years of Service as permanent employee in ICAR Institute/State/Central Govt Office.<br>2. Proficiency in Computer.   |
| 5. | Assignment<br><b>1. For Administrative Section</b><br>(i) Maintenance of Service book, Personal file and other related files in connection with the Administrative & Establishment Section.<br>(ii) Assisting for preparation of Pay Bills, T.A. Bills, Contingent Bills etc. maintenance of related registers.<br>(iii) Assisting for procurement of Stores, Items making stock entries in related registers etc.<br>(iv) Assisting in the recruitment of regular staff, RA, SRF, YP-I and YP -II etc.<br>(v) Other responsibility assigned by the Sr. Administrative Officer, Director NIBSM Baronda, Raipur (C.G.) time to time | <b>2. For Finance &amp; Audit Section</b><br>(i) Assisting in Connection with the maintenance of Main Cash Book of NIBSM Baronda Raipur.<br>(ii) Assisting for the preparation of Bank Reconciliation Statement, Monthly, Quarterly, Half Yearly, Annual reports which are to be sent to ICAR New Delhi time to time.<br>(iii) Assisting in Auditing and Passing of Bills and maintenance of all the related Required registers.<br>(iv) Other responsibility assigned by the Sr. Finance & Accounts officer, Director, NIBSM Raipur time to time. |

Interested persons who are in a position to join immediately on call may submit their particulars by hand or by post in the enclosed format ( Annexure II ) along with relevant documents to the Director, National Institute of Biotic Stress Management, Baronda, Raipur(C.G.)-493225 ,Email-director.nibsm.cg@nic.in, ao.nibsm.cg@nic.in on or before by 05-10-2019.

( A.A. Goswami )

Sr. Administrative Officer  
NIBSM Baronda Raipur

ए.ए. गोस्वामी

A.A. Goswami

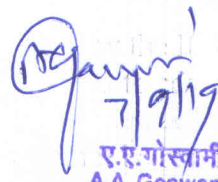
वरिष्ठ प्रशासनिक अधिकारी  
Senior Administrative Officer  
भा.कृ.अनु.प.-रा.जै.स्ट्रे.प्र.सं. बरौंडा, रायपुर  
ICAR-NIBSM, Baronda, Raipur

Enclosed :

- ✓ 1. I/C AKMU, NIBSM, Raipur for publishing the circular in the Institute website.  
2. Notice Board, ICAR-NIBSM Raipur.

**Terms and Conditions for engagement of Consultant in ICAR-NIBSM, Baronda Raipur**

1. The Consultant shall perform the services as indicant in the circular and assigned by the Sr.A.o /Sr.F&Ao , JD(R), Director NIBSM, Raipur.
2. The normal working hours would be from 10.00 am to 5.00 p.m. with lunch break of 30 minutes from 1.30 p.m. to 2.00 p.m. (Holidays on Second Saturday & Sunday).
3. The consultant shall be entitled to 8 days of Casual Leave during a period of one year of Engagement to be availed with prior permission.
4. In special circumstances, the consultant could be called for services on holidays or beyond normal working hours.
5. The Contractual appointment is for a maximum period of one year & and further extendable for period of one year as per requirement, in ICAR- NIBSM, Baronda Raipur.
6. The consultant shall be paid a consolidated monthly remuneration of Rs. 25000/- . \* (maximum) (\* The remuneration will be fixed as per DOPT instruction as contained in OM No. 16012/12/2005 ESH(Allowances) dt.10-03-2006 i.e. remuneration should not exceed (Last pay drawn + DA) minus (Pension + Dearness Allowance there on )
7. ICAR-NIBSM, Baronda Raipur shall have the right to examine/ review the services provided By him/her.
8. He/She Shall perform his obligations with all necessary skills, diligence, efficiency and economy.
9. No medical facility shall be provided to him by the ICAR- NIBSM, Baronda Raipur. The Remuneration is deemed to include an element to cover the cost of medical cover, if any.
10. The ICAR-NIBSM, Baronda Raipur shall not be responsible for any loss, accident, Damages / injury suffered by him, whatsoever arising in or out of the execution of his Work , including travel.
11. During the terms of service, He/She shall not engage in any private business of professional activity which could conflict with the interest of the Government.
12. He/She shall treat all official information as confidential and use the same only for the purpose of the performance of the services.
13. The service can be terminated by either side by giving one month's notice in advance.



ए.ए. गोस्वामी  
A.A. Goswami

वरिष्ठ प्रशासनिक अधिकारी  
Senior Administrative Officer  
भा.क.वनुप.-रा.ज.सू.प्र.सं. बरौडा, रायपुर  
ICAR-NIBSM, Baronda, Raipur

**APPLICATION FOR THE POST OF CONSULTANT ON CONTRACT BASIS IN THE  
NATIONAL INSTITUTE OF BIOTIC STRESS MANAGEMENT, BARONDA, RAIPUR**

Recent passport  
size photograph

|       |   |                                   |                 |                      |                |
|-------|---|-----------------------------------|-----------------|----------------------|----------------|
| 1.    | Full Name (in Block Letters)  |                                   |                 |                      |                |
| 2.    | Father's / Husband's Name   |                                   |                 |                      |                |
| 3.    | Date of Birth   |                                   |                 |                      |                |
| 4.    | Age as on 05-10-2019  |                                   |                 |                      |                |
| 5.    | Contact details (Telephone/Mo.No.)  |                                   |                 |                      |                |
|       |   |                                   |                 |                      |                |
| 6     | Address for communication   |                                   |                 |                      |                |
|       |   |                                   |                 |                      |                |
|       |   |                                   |                 |                      |                |
| 7.    | Date of Joining of Government Service,<br>Duration in Govt Service/Central Govt.<br>work experience |                                   |                 |                      |                |
| 8.    | Whether SC/ST/OBC   |                                   |                 |                      |                |
| 9.    | Whether Physical handicapped  |                                   |                 |                      |                |
| 10.   | Date of retirement and the post from<br>which retired (enclose copy of<br>retirement order)         |                                   |                 |                      |                |
| 11.   | Name of the Ministry/Department from<br>which retired   |                                   |                 |                      |                |
| 12.   | Last Pay Drawn (Please enclose copy)  |                                   |                 |                      |                |
| 13.   | P.P.O. No. (Please enclose copy)  |                                   |                 |                      |                |
| 14.   | Details of Computer Knowledge   |                                   |                 |                      |                |
| 15.   | Education/technical Qualification<br>(Please enclose copy of certificate/mark<br>sheet)             |                                   |                 |                      |                |
| S.No. | Examination<br>Passed   | Name of<br>Institution/University | Year of Passing | % of Marks/<br>Grade | Specialization |
|       |   |                                   |                 |                      |                |
|       |   |                                   |                 |                      |                |
|       |   |                                   |                 |                      |                |

| Organization/Institute | Period |    | Details of work | Remark if any |
|------------------------|--------|----|-----------------|---------------|
|                        | From   | To |                 |               |
|                        |        |    |                 |               |
|                        |        |    |                 |               |
|                        |        |    |                 |               |

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 at any time before OR after selection/ interview, my candidature is liable to be rejected and I shall be bound by the decision of the Director ICAR-NIBSM, Raipur. I have read related circular and ready to accept all the terms and conditions for engagement of Consultants.

Place:

Signature

Date :

\_\_\_\_\_  
(Full name of the applicant)



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F. No. 2-1/12-13/Consultant/NIBSM/2018-19/

Dated: 07.09.2019

**EMPLOYMENT NOTICE NO - 01/2019**

Application from the eligible candidates are invited for Engagement of Consultant (2 Posts) in the ICAR-NIBSM, Baronda, Raipur (C.G.) from retired Assistant/ Assistant Administrative officer/Assistant Finance & Accounts officer or equivalent of ICAR/Other Central or State Govt. Institute. The consultant shall be paid a consolidated monthly remuneration of Rs. 25,000/-\* per month (Fixed) maximum (\*Terms & condition apply).

For details of eligibility, duration, application form, and other terms & conditions please visit ICAR-NIBSM, Raipur website [www.nibsm.res.in](http://www.nibsm.res.in)

(A.A. Goswami)

Sr. Administrative officer

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A.A. Goswami

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Senior Administrative Officer  
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