



भा.कृ.अनु.प.–राष्ट्रीय जैविक स्ट्रेस प्रबन्धन संस्थान
बरौंडा, रायपुर, छत्तीसगढ़-493 225
ICAR-NATIONAL INSTITUTE OF BIOTIC STRESS MANAGEMENT
BARONDA, RAIPUR, CHHATTISGARH – 493 225
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F. No-2-1/12-13/Consultant/NIBSM/2018/

Dated: 25.02.2021

CIRCULAR

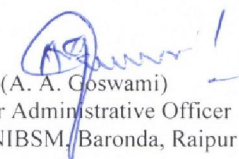
Subject: Engagement of Consultants 4 Nos. in the ICAR- NIBSM, Baronda, Raipur (C.G.)

ICAR National Institute of Biotic Stress Management Baronda Raipur invite applications from eligible retired Central govt. employees 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 for (Administrative Work) – 1 No., Consultant (Financial & Account Section Work) – 1 No., Consultant (PS to Director) – 1 No. and Consultant (Farm Manager) – 1 No.** at ICAR-NIBSM, Baronda, Raipur (C.G.) 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:	4 Nos.
2.	Place of assignment	ICAR –NIBSM , Baronda, Raipur(C.G.)
3.	Age Limit	Candidate should not be more than 63 Years of age as on last date of receipt of application i.e. 20/03/2021.
4.	Required Experience	<ol style="list-style-type: none">1. Minimum working experience of 20 years of service as permanent employee in ICAR Institute/ Central Govt. Office.2. Proficiency in Computer.
5.	Assignment 1. For Administrative Section (i) Maintenance of service book, Personal file and other related files in connection with the Administrative & Establishment Section (ii) Assisting for preparation of Pay Bills, TA Bills, Contingent Bills etc. maintain of related registers. (iii) Assisting for procurement of stores, Items making stock entries in related registers etc. (iv) Assisting in the recruitment of regular staff, RA, SRF, YP-I and YP-II etc. (v) Other responsibility assigned by the Sr. Administrative Officer, Director NIBSM, Baronda, Raipur (C.G.) time to time.	2. For Finance & Audit Section (i) Assisting in connection with the maintenance of Main Cash Book of NIBSM Baronda, Raipur. (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. (iii) Assisting in Auditing and Passing of Bills and maintenance of all the related required registers. (iv) Other responsibility assigned by the Sr. Finance & Accounts Officer, Director, NIBSM, Raipur time to time.

3. For PS to Director	4. For Farm Manager
<ul style="list-style-type: none"> (i) Taking dictation from Director. (ii) Taking notes and writing minutes during meeting. (iii) Monitoring reporting Director's email and responding if required. (iv) Preparing communication on behalf of a Director (v) Answering phone calls. (vi) Organising travel plan booking of travel ticket of Director. (vii) Organising and planning meeting of Director maintaining related files and records of Director Cell. (viii) Any Other work assigned by the Director time to time. 	<ul style="list-style-type: none"> (i) Analyzing existing operations, crops, livestock, staff, and financial documents and recommending improvements. (ii) Preparing plans and schedules for planting and harvesting and ensuring staff understand expectations. (iii) Inspection & monitoring of crops, livestock, and also perform tests on soil and water. (iv) Ensuring seeds, fertilizers, pesticides, and other supplies are regularly restocked. (v) Scheduling repairs, maintenance, and replacement of equipment and machinery. (vi) Handling the marketing and sale of products produced on the farm like-fruit, vegetables, dairy, meat, and grain. (vii) Collaborating with senior staff to prepare budgets and financial reports for farm development. (viii) Building professional networks and keeping abreast of developments in agricultural science.

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, ICAR- National Institute of Biotic Stress Management, Baronda, Raipur(C.G.)-493225 ,Email- honibsm@gmail.com, ao.nibsm.cg@nic.in on or **before by 20th March, 2021.**


 (A. A. Goswami)
 Senior Administrative Officer
 ICAR-NIBSM, Baronda, Raipur

Enclosed:

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

Terms and Conditions for engagement of Consultant in ICAR-NIBSM, Baronda Raipur (C.G.)

1. The Consultant shall perform the services as indicated in the circular and work assigned by the Sr. A.O. Concern officer in-charge, Director, ICAR-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. In special circumstances, the consultant could be called for services on holidays or beyond normal working hours.
4. 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.
5. Remuneration:
A fixed monthly amount shall be admissible arrived at by deducting the basic pension from the pay from at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract. There will be no annual/percentage increase during the contract period.
6. No HRA shall be admissible
7. Transport allowance :
An appropriate and fixed amount as transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.
8. Leave of absence :
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.
9. ICAR-NIBSM, Baronda Raipur shall have the right to examine/ review the services provided by him/her.
10. He/she shall perform his obligations with all necessary skills, diligence, efficiency and economy.
11. 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.
12. 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.
13. 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.
14. He/she shall treat all official information as confidential and use the same only for the purpose of the performance of the services.
15. The service can be terminated by either side by giving one month's notice in advance.

**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 20.03.2021				
5.	Contact details (Telephone/Mo. No.)				
6	Address for communication				
7.	Date of Joining of Government Service, Duration in Govt Service/Central Govt. work experience				
8.	Whether SC/ST/OBC				
9.	Whether Physical handicapped				
10.	Date of retirement and the post from which retired (enclose copy of retirement order)				
11.	Name of the Ministry/Department from 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 (Please enclose copy of certificate/mark sheet)				
S. No.	Examination Passed	Name of Institution/University	Year of Passing	% of Marks/ Grade	Specialization

16.	Brief particular of Experience [A separate sheet may be annexed]			
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)