



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

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

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

Date: . 25.04.2020.....

CIRCULAR

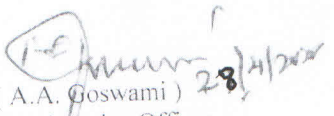
Subject: Engagement of Consultants 3 Nos. in the ICAR- NIBSM, Baronda, Raipur (C.G.)

ICAR National Institute of Biotic Stress Management Baronda Raipur invite applications from retired **Personal Assistant/Stenographers, Assistant/ Assistant Administrative Officer/ 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 as (Personal Secretary to Director) – 1 No. , Consultant (Store) - 1 No. and Consultant (work & maintenance) – 1 No.** 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:	3 Nos
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. 08/06/2020.
4.	Required Experience	Required experience for consultant (Personal Secretary to Director) 1. Minimum working experience of 20 years work as Personal Assistant/ Personal Secretary/ Stenographers at ICAR Institute/ State/ Central Government. 2. Proficiency in Computer 3. Knowledge of English/ Hindi typing on Computer Required experience for consultant (Stores, work & Maintenance) 1. Minimum working experience at 20 years of services as permanent employee in ICAR Institute/ State/ Central Govt. Office. 2. Proficiency in Computer

5.	Assignment	<p><u>Consultant (PS to Director)</u></p> <ol style="list-style-type: none"> 1- Taking dictation from Director. 2- Taking notes and writing minutes during meeting. 3- Monitoring reporting Director's email and responding if required. 4- Preparing communication on behalf of a Director 5- Answering phone calls. 6- Organising travel plan booking of travel ticket of Director. 7- Organising and planning meeting of Director maintaining related files and records of Director Cell. 8- Any Other work assigned by the Director time to time. <p><u>Consultant (Store)</u></p> <ol style="list-style-type: none"> 1- Processing the purchase proposal in file. 2- Maintaining purchase/sale files and register (DSR, Other stock registers, Inventory, Assets register etc). 3- Keeping the materials in control store issuing the items and keep the record properly. 4- Keep a record of purchase and replacement of store accordingly. <p><u>Consultant (Work & Maintenance)</u></p> <p>Assist to work and maintenance cell.</p>
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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-director.nibsm.cg@nic.in, ao.nibsm.cg@nic.in on or **before by 8th June 2020.**


 (A.A. Goswami) 28/4/2020
 Sr. Administrative Officer
 NIBSM Baronda Raipur
A.A. GOSWAMI
 Senior Administrative Officer
 N.I.B.S.M., Baronda,
 Raipur (C.G.)

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 indicated in the circular and work assigned by the Sr.A.o Concern officer incharge, 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. 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.

ANNEXURE - II

APPLICATION FOR THE POST OF CONSULTANT ON CONTRACT BASIS IN THE
NATIONAL INSTITUTE OF BIOTIC STRESS MANAGEMENT, BARONDA, RAIPURRecent passport
size photograph

1.	Full Name (in Block Letters)				
2.	Father's / Husband's Name				
3.	Date of Birth				
4.	Age as on 8 th June , 2020				
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:

Date :

Signature

(Full name of the applicant)