



भा0 कू0 अ0 प0-राष्ट्रीय पादप आनुवांशिक संसाधन ब्यूरो
ICAR-National Bureau of Plant Genetic Resources
पूसा परिसर नई दिल्ली-110012
Pusa Campus, New Delhi - 110012



F. No. 2-16/Audit/Misc/2021-22/

Date: 04.04.2022

**Invitation of applications for engagement of Consultant
in Administrative Wing at ICAR-NBPGR, New Delhi on
consolidated fixed emolument basis**

Applications are invited for engagement of 01 Consultant at a fixed emolument of Rs. 35000/- per month in the Administrative wing of ICAR-NBPGR New Delhi as per details given below:

Name of Unit	No. and name of post	Essential Qualifications	Desirable Qualifications
Administrative wing	01 Consultant	Min. Graduate and retired Section Officers or equivalent and above under Govt. of India/ State Govt./ Autonomous bodies	Administrative knowledge <u>Preference</u> Preference will be given to those who have earlier worked in ICAR

The Consultant will be engaged initially for a period of 01 year. One can submit their relevant documents in the name **For the post of Consultant** to the undersigned latest by 30.04.2022. Applications after due date will not be accepted/ entertained. Application thus received will be shortlisted for interview. Original documents of the candidates selected for interview will be verified on the day of interview.

Job requirement

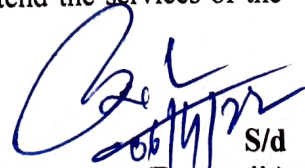
Administrative functions of the Institute viz., purchase, establishment, store etc. i.e. to scrutinize proposals related to establishment, Administration, Material Management, Infrastructure and Training etc. To prepare briefs on important administrative matters / Parliament question/ queries from Govt. organizations etc.

Note:-

1. Duration of engagement can be curtailed/extended as per need and subject to performance of the candidate.
2. The candidate age should not exceed 65 years of age on the last date of submission of application.
3. Candidates will be shortlisted based on their documents. These shortlisted candidates will undergo an interview.
4. The candidate should bring hard copy of CV and a passport size photo, attested certificates and other relevant documents at the time of interview, if found shortlisted and called for interview.
5. No TA/DA will be paid to the candidates for attending the interview.
6. Only those candidates who are called should attend the interview. Candidates not called will not be allowed to appear for the interview.
7. Eligible candidates who are called for interview will be required to be present at least 30 minutes before scheduled time on the date of interview for completing necessary formalities.

Other Terms and Conditions

- a) The engagement will not constitute a regular job or appointment of any nature in the ICAR-NBPGR and shall not be considered a case of re-employment.
- b) Concealing of facts and canvassing in any form shall lead to disqualification or termination of candidature.
- c) Candidate should be willing to complete the allotted work in time. Work may be allotted based on the requirement of the work.
- d) The working hours will be same as of regular employees of ICAR-NBPGR. No extra benefits will be allowed for working beyond office hours.
- e) The Consultant shall have to comply with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013. A declaration in this regard shall have to be submitted at the time of joining.
- f) ICAR-NBPGR shall not be responsible for any loss, accident, damages/ injury suffered by him/her, whatsoever arising in or out of the execution of his work, including travel.
- g) The Director, ICAR-NBPGR reserves the right to terminate / extend the services of the consultant, without providing any reason, whatsoever.


S/d
(Prasenjit)

Administrative Officer



भ.कृ.अ.प.—राष्ट्रीय पादप आनुवंशिक संसाधन ब्यूरो
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PROFORMA

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Sl. No.	Particulars	Details
1.	Name	
2.	Date of Birth	
3.	Contact No.	
4.	Address for communication	
5.	Date of Joining to Govt. Service	
6.	Date of Retirement	
7.	Name of Ministry/Department (from which retired)	
8.	Educational Qualification	
9.	Details of Computer Knowledge	
10.	Brief Particulars of Experience	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I declare that I was free from vigilance angle at the time of my retirement.

(Signature of the Applicant)