



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/2018/2059

Date: 01/08/2018


**CIRCULAR**

**Subject: Engagement of Consultant 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 Consultant 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.	Assignment <b>1. For Administrative Section</b> (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, T.A. Bills. Etc (iii) Assisting for procurement of Stores, Items etc. (iv) Other responsibility assigned by the Sr. Administrative Officer, Director NIBSM Baronda, Raipur (C.G.) time to time	<b>2. For Finance &amp; Account Section</b> (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 Passing of Bills and maintenance of all the related Requirement registers. (iv) Other responsibility assisting by the Sr. Finance & Accounts officer, Director, NIBSM Raipur time to time.
4.	Required Experience	1. Minimum working experience of 20 Years of Service as permanent employee in ICAR Institute/State/Central Govt Office. 2. Proficiency in Computer.

2. 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 21.08.2018.

  
( A.A. Goswami )  
Sr. Administrative Officer  
NIBSM Baronda Raipur

Enclosed :

1. 1/C AKMU, NIBSM, Raipur for publishing the circular in the Institute.
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 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 & max for period of one year extendable as per Requirement, in ICAR- NIBSM, Baronda Raipur.
6. The consultant shall be paid a consolidated monthly remuneration of Rs. 25000/-.
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.

  
1/8/18



**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.	Contact details	Mobile/Tele
		email
5.	Address for communication	
6.	Date of Joining of Government Service, Duration in Govt Service/Central Govt. work experience	
7.	Age as on date	
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.	Education/technical Qualification (Please enclose copy of certificate/mark sheet)	
14.	P.P.O. No. (Please enclose copy)	
15.	Details of Computer Knowledge	
16.	Brief particular of Experience [A separate sheet may be annexed]	

Organization/Institute	Period		Name of work	Remark
	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 department of Agriculture, Cooperation & Farmers Welfare. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants

Signature

(Full name of the applicant)

Place:

Date :