## F.No. 2-67/2011-Misc. Date: 26.12.2020

**NOTICE FOR HIRING CONSULTANT ON CONTRACT BASIS UNDER ICAR SEED HUB PROJECT**

 ICAR-Indian Institute of Oilseeds Research (IIOR), Hyderabad invites applications from the eligible officers with work experience under ICAR/SAU/Research Institutes or retired Officers for hiring a Consultant **under Seed Hub Project (purely on contract basis).** The hiring shall be initially for a period of One year, which may be extended or curtailed as per the requirement and satisfactory performance of the Consultant.

 The details of eligibility criteria (including the remuneration) and other Terms and conditions of hiring etc. can be downloaded from the IIOR website <http://www.iior-icar.org.in>.

The last date for receipt of applications, in the prescribed format is **21.01.2021 upto 2.00 PM** and can also be sent through e-mail id director.iior@icar.gov.in followed by hard copy within the stipulated time. Applications received after due date/time and without supporting documents will not be considered.

**Age Limit: Age should not be more than 65 years on the date of advertisement**

**SR.ADMN.OFFICER**

**ANNEXURE-I**

**TERMS AND CONDTIONS**

1. **Eligibility:**
2. Candidates for the post of Consultant with work experience under ICAR, SAUs/Institutes or retired officers of ICAR with grade pay not less than Rs.6600.00 in 6 CPC and Level 11 of 7th CPC are eligible for the position of Consultant.
3. Experience in organizing participatory seed production of Oilseeds
4. Experience in production of breeder seed of parents and varieties of Oilseed crops.
5. Dealing with farmers and liaison with departments, certification agencies, etc.
6. Organizing training programs and field days
7. Facilitating certification of seed production programmes
8. Drafting technical and financial proposals, report preparations, communications
9. Knowledge on general GFR Rules of GOI
10. On-line processing and communications with agencies.
11. Proficiency in data analysis and reporting using computer packages excel and word.
12. Minimum 5 years of Field/Farm management for oilseeds production.
13. **Essential Qualifications:**
14. M.Sc. in Genetics and Plant Breeding with oilseeds specialization/ Seed science and technology.

Knowledge on Oilseeds, varieties, hybrids, parents, seed production, quality and certification norms and general cultivation practices critical requirements. Good health and local language (Telugu and Hindi) communication is desirable for field visits and farmers interaction.

1. **Remuneration:**
2. As per the Govt. of India norms. For retired officers a fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the salary drawn at the time of retirement. It shall be termed as Salary. The amount of salary so fixed shall remain unchanged for the terms of the contract.
3. Shall not be entitled to any allowance such as DA, Transport facility, residential accommodation, CGHS/Medical facility, Medical reimbursement etc. However, Conveyance allowance shall be paid at the rates as per norms.
4. **Engagement:**
5. The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry/organization.
6. **Scope of work/Job Responsibility:**
7. Planning and organizing Breeder seed and participatory seed production of IIOR Mandate crops viz. castor, sunflower, sesame and safflower of varieties and hybrids of castor, sunflower, safflower, sesame, Niger and linseed.
8. Organizing Field days, training programmes, TSP, HRD activities for oilseeds
9. Facilitating seed certification of participatory seed production with certification agencies.
10. Procurement, quality testing, stock maintenance and seed sale/distribution.
11. **Drawal of Pension:**
12. The retired Govt. Servant engaged as Consultant shall continue to draw pension and Dearness Relief on pension during the period of his/her engagement as consultant.
13. The engagement as Consultant shall not be considered as a case of re-employment.
14. **Leave:**
15. The Consultant shall be entitled to avail 8 days of Leave in a calendar year with imbursement on pro rata basis. Therefore, he/she shall not draw any remuneration in case of his/her absence beyond 8 days in a year.
16. The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.
17. **Working Hours:**
18. The Consultant shall observe the normal office timing and may also be called upon to attend the office on Saturday, /Sunday or any holiday in case of exigencies of work.
19. He/She shall mark their attendance in AEBAS mandatorily and failing which may result in deduction of remuneration.
20. **Tax Deduction at Source:**
21. The Income tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued accordingly.
22. **Confidentiality of data and documents:**
23. The Intellectual property rights (IIOR) of the data collected as well as deliverables produced for the Ministry/organization shall remain with the Ministry.
24. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his/her assignment or during the course of assignment for the Ministry without the express written consent of the IIOR.
25. The Consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by the IIOR.
26. The Consultant would be required to sign a non-disclosure undertaking as per Annexure-III
27. **Conflict of interest:**
28. The Consultant shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Ministry nor will he indulge in any activity outside the terms of the contractual assignment.
29. The Consultant shall not claim any benefit/compensation/absorption/regularization of service with this Institute.
30. **Termination of Agreement:**

This Institute may terminate the contract to which these terms apply, if:-

1. The consultant is unable to address the assigned work
2. Quality of the assigned work is not to the satisfaction of the Controlling Officer/Competent Authority in the Institute.
3. The Consultant is found lacking honesty and integrity.
4. The Competent Authority may also terminate the contract at any time without giving any notice and also without assigning any reason**.**

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**ANNEXURE-II**

**Application for hiring Consultant on contract basis Under Seed Hub Project of ICAR-IIOR with reference to the Circular/Notice No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

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|  Recent  Photograph  |

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| --- | --- |
| **Name**  |  |
| **Father’s /Husband’s name** |  |
| **Date of Birth**  |  |
| **Address for Correspondence**  |  |
| **Permanent Address**  |  |
| **Contact No/Mobile No/PAN Number/Aadhar Number**  |  |
| **Email ID**  |  |
| **Educational/Technical Qualification(s)** |  |
| **Details of experience to be attached in proforma appended as Annexure-III** | **Duly filled Proforma Appendix is attached**  |
| **Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO if any**  |  |
| **Any other relevant information (Use a separate sheet, if necessary**  |  |

The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure-I and they are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

**SIGNATURE OF THE APPLICANT**

**Date:**

 **APPENDIX**

**Details of Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| **Period**  | **Name of the Office/Organization**  | **Post, Remuneration or Pay Band with Grade Pay/Level Matrix, if applicable**  | **Description of duties performed**  |
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**Name/Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ANNEXURE-III**

**NON-DISCLOSURE UNDERTAKING**

**To**

The Director,

ICAR-Indian Institute of Oilseeds Research,

Rajendranagar, Hyderabad-500 030

Sir,

1. I hereby undertake
* Treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
* Not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in Physical, hardcopy, digital or in electronic format.
* To hold such confidential information in trust and confidence both during and after the terms of my engagement.
* Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with IIOR would otherwise conflict with my obligations towards DAC/ICAR.
* To abide by data security policy and related guidelines issued by DAC/ICAR.
* Shall not resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
1. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the DAC/ICAR any records/material, equipment, documents or data which is of confidential nature.
2. I shall keep DAC/ICAR informed of any change in my address or contract details during the

Period of my engagement.

1. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against the relevant laws for the time being in force.
2. For the purpose of this undertaking, Confidential Information means any information received from any source, whether in physical, electronic or in digital format.

***Yours sincerely,***

Signature

Name and Address