

WALK-IN-INTERVIEW FOR ONE POSITION OF SECRETARIAL ASSISTANT
AT ICAR-NRCE, HISAR

F. No. 24-39/NF/2022

Dated : 28.08.2024

Applications are invited to attend walk-in- interview (in person) for the position of one Secretarial Assistant under the National Fellow project entitled "*Bacteriophage based interventions for therapy and prophylaxis against Campylobacteriosis, Colibacillosis, Salmonellosis and other diseases as an alternative to antibiotics in poultry*" at ICAR-NRCE, Hisar purely on contractual basis and co-terminus with respective project at ICAR-NRCE, Hisar (Haryana).

The eligible candidates are requested to send their applications in the enclosed proforma alongwith scanned attested copies of the original documents through email only to concerned PI, so as to reach by **10th Sep, 2024 positively in one PDF only**. Applications received after the due date will not be entertained. Applications sent on any other email will also not be entertained. Original documents of the candidates appearing for interview in-person will be verified on the date of interview. The documents should be sent in one PDF file alongwith application.

Sr. No	Name of Project	Name of post, PI & monthly remuneration payable	Qualifications	Duration of engagement	Date & time of walk-in/online interview
1.	National Fellow Project as mentioned above	Secretarial Assistant – One Rs. 12,000/- PM consolidated Email : recruitment.nrce@gmail.com	Essential : 10+2 pass with one year Diploma in Computers. Desirable : Experience in Data Entry in research projects or in any National Health Program. Work experience in Electronic Data Processing/Data management and computer operator.	One year or till completion of Project	Interviews will be conducted at ICAR-NRCE, Hisar. Date of interview will be intimated through Email to the eligible screened candidates.

Note:-

1. **The minimum age will be 21 years and maximum 45 years with relaxation as per rules.**
2. The candidates will send their applications directly to concerned PI/Official at the given email address against the project so as to reach the PI/Official by **10.09.2024** positively.
3. At least five applicants shall be shortlisted based on their qualifying academic performance as per an assessment criterion. These shortlisted candidates will undergo a panel interview.
4. The appointment of selected candidate will be subject to the condition that he/she is declared medically fit for service by the prescribed medical authority.
5. There is no need to send hard copy of the application and only the applications received through email at the given email ID will be entertained. However, the candidate should bring hard copy of duly filled in application form alongwith CV and a passport size photo and

- other attested certificates at the time of interview, if found shortlisted and called for interview.
6. The applicants must bring with them the original documents alongwith experience certificate(s) if any, at the time of interview.
 7. No TA/DA will be paid to the candidates for attending the interview.
 8. 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.
 9. **Candidates are advised to keep visiting NRCE website for update, if any.**

Other Terms and Conditions

1. The positions are purely temporary and will be filled on contractual basis till the termination of the project OR as per the need, whichever is earlier. The duration of engagement is given as against each. However, duration of engagement can be curtailed/extended as per need and subject to performance of the candidate.
2. The engagement will not constitute a regular job or appointment of any nature in the ICAR/NRCE.
3. Concealing of facts or canvassing in any form will lead to disqualification of the candidate. The applicants are advised to report any misinformation to the office of Director, NRCE at dirnrce@gmail.com.
4. The selected candidate will be stationed at ICAR-NRCE, Hisar and have to attend laboratory and field trials related works at this Centre.
5. Candidate should be willing to complete the allotted work in time. Work may be allotted based on the project requirements rather than the expertise of the candidate.
6. The working hours will be same as regular employees of ICAR. No extra benefit will be allowed for working beyond office hours. **Unauthorised absence from the project/work for a continuous period of 08 days without valid reasons shall lead to automatic termination of the engagement.**
7. The candidates shall have to comply with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.
8. The candidates shall be subject to the laws of secrecy of the country and will sign a declaration of secrecy and Non-Disclosure Agreement before reporting (Annexure-II).
9. Intellectual Property created due to work of the candidate during his/her valid tenure will be as per ICAR Rules.
10. The candidate(s) shall not claim regular appointment at this Centre, as the position(s) is/are co-terminus with the project or as per the need.
11. During the term of engagement the candidates shall comply with the Standards of Conduct. Failure to comply with the same will become a ground for termination of the candidate.
12. Engagement of the candidates will be subject to relevant rules/guidelines.


Asstt. Administrative Officer

APPLICATION FOR THE TEMPORARY CONTRACTUAL POSITION OF DEO
AT ICAR-NRCE, HISAR

Paste recent
passport-size
photograph

1.	Full Name (In Block Letters)	
2.	Father's Name	
3.	Date of Birth (DD/MM/YYYY)	
4.	Age as on closing date for receipt of applications	
5.	Address with PIN Code a. Permanent b. for communication	
6.	Mobile No. and alternate mobile number	
7.	Email Address	
8.	Gender	
9.	Marital status	
10.	Whether belongs to SC/ST/OBC/General (Attach proof)	
11.	Position for which applied for (Name of position and the project name must be mentioned)	

12. Details of educational qualification from 10th onwards (Attach attested copies of certificates)

Certificate/ Degree	Board/ University	Major Subject	Year of passing	Maximum marks	Marks obtained	Percentage

13. Details of experience (include experience of one year and above only, attach the proof)

S.No	Position held	Employer	Period (from)	Period (to)	Total experience (years)

14. Details of publications (only published research papers in Journal with NAAS rating/Impact Factor).

15. No objection certificate from present employer – Yes/No

16. Additional information, if any

17. Self declaration regarding truthfulness in application

DECLARATION

I also hereby declare that none of my near or distant relative is an employee of the ICAR-National Research Centre on Equines (NRCE). If found otherwise and in the event of non-declaration of the same as prescribed in the advertisement, my candidature to the Interview and my selection to the post be cancelled.

OR

I declare that Dr./Shri/Mrs..... working in ICAR-NRCE is my relative.

I hereby declare that all statements made in the application are true/correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature/appointment be cancelled without any notice.

Date & place:

Signature

Full name of the Candidate

ANNEXURE-II

I, S/O/D/O
Sh..... will comply with the Official Secret Act, 1923, as amended from time to time and will not disclose any information/data acquired by me during my engagement to any unauthorised person(s). I will not, except with the prior sanction/approval of competent authority in the ICAR, or in the bonafide discharge of my duties, publish a book or a compilation of articles or participate in media broadcast or contribute an article or write a letter to any newspaper(s) or periodical(s) either in my own name or anonymously or pseudonymously in the name of any other person if such book, article, broadcast or letter relates to subject matter pertaining to official business of ICAR.

Signature.....

Name

Address

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Mob

Email