



भा.कृ.अनु.प.-केन्द्रीय उपोष्ण बागवानी संस्थान
रहमानखेड़ा, पो. काकोरी, लखनऊ-226 101 (भारत)
ICAR-Central Institute for Subtropical Horticulture
Rehmankhhera, P.O. Kakori, Lucknow-226 101 (India)
Phone 0522-2841022,2841023,2841024; Fax 0522-2841025
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दिनांक .05.2017

तात्कालिक साक्षात्कार सूचना

प्रशासनिक कार्यों को सम्पादित करने हेतु संविदा के आधार पर केन्द्रीय सेवा से सेवानिवृत्त कर्मचारी जो कि रू. 4,200/-, रू. 4,600/- व 4,800/- ग्रेड पे सेवानिवृत्त हुये है, के चयन हेतु दिनांक 14.06.2017 को तात्कालिक साक्षात्कार का आयोजन किया गया है, नियम एवं शर्तें संस्थान के वेबसाइट- www.cish.res.in पर उपलब्ध है। इच्छुक अभ्यर्थी साक्षात्कार में दिनांक 14.06.2017 को प्रातः 11.00 बजे संस्थान के मुख्यालय रहमानखेड़ा में निर्धारित प्रपत्र में अपना बायोडाटा भरकर पासपोर्ट साइज के फोटो के साथ उपस्थित हो।

वरिष्ठ प्रशासनिक अधिकारी



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Essential Qualification

(i) B.Sc. or B.Com or B.A or B.A.LL.B

(ii) Officers/ officials retired from central /State/Autonomous Bodies from the post of Assistant/ Section officer/Asstt. Administrative officer and having at least seven years experience in the field of Establishment /General Administration with exposure on court cases/legal matters, organizing of seminars/workshops, dealing in official languages with good knowledge of M.S office.

Desirable :

Good academic record , Effective communication skills, both oral and written. Analytical and presentation skill for preparation of notes, Brief,, Reports,etc.

Duration:

Candidates selected will be engaged on bilateral contract for initial period of one year which can be extended further depending on the need of the institute /performance of the officers. However maximum duration of contact will not be extended beyond five years or not exceeding 65 years of age, whichever is earlier.

Fee/Remuneration and other entitlement:

The selected officers will be eligible for a consolidated fee between Rs. 20,000 to Rs. 25,000 depending upon the qualification and experience ~~Rs. 20,000 to Rs. 25,000~~ conveyance ~~per month~~. However they will continue to draw pension and the dearness relief on pension during the period of their engagement. No other allowances like HRA, Medical, Transport, accommodation etc. will be Permissible. They will not be provided any TA/DA for attending the interview /joining the post upon selection .Other terms and conditions will be as stipulated in the appointment offer as and when issued.



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Scope of work (Establishment /Administration)

1. To deal effectively with court cases /CAT cases and law related issues.
2. To assist advocates in preparation of replies/courter affidavits /rejoinders. etc. and providing relevant records/documents/information related to the case.
3. (i) To provide information /reply in RTI Acts at the level of CPIO/Appellate Authority.
(ii) To file submit monthly /Quarterly online report etc. on RTI Act.
(iii) To deal cases on RTI Act at CIC level.
4. To assist and advise in the personnel matters, like engagement of RA, SRF, JRF, Project Assistants, staff for institute and external funded Projects.
5. To assist, advise and guide on other administrative matters.
6. Weed out old records, classify records, and records management.
7. Assisting preparation of correspondences, notes, agenda papers, reports, and minutes of meetings.

Scope of work (Private Secretary)

Job- Requirement

1. Taking dictations and their transcription.
2. Preparation and typing of Note, Briefs, Reports.
3. Correspondence within Institute and outside on PME related matters.
4. Assistance in conduct of meetings of IRC,IMC RAC, etc. and preparation of draft /final reports. Proceedings etc.
5. To look after/carry out stenographic and secretarial routine works of Director's cell whenever required.
6. Maintenance & upkeeps of records, documents, registers, letters etc. of the PME cell.
7. Must have working knowledge of Computers Application. M.S/Window word, Excel, Power point.

PROFORMA

1. Name :
2. Date of Birth :
3. Contact Number :
4. Address for communication :
5. Date of Joining in Govt. Service :
6. Date of retirement :
7. Name of Ministries/Department from which retired :
8. Last pay drawn (copy of PPO to be enclosed) :
9. Educational Qualification :
10. Details of knowledge in computer :
11. Brief particulars of Experience :
12. Whether any Departmental proceedings was drawn against them during their service in Govt. and particulars thereof.

Recent passport size Photo to be pasted here

Post held	From	To	Mini/Deptt.	Subject handled in brief.

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

Signature of the applicant