

# Rani Lakshmi Bai Central Agricultural University, Jhansi

Camp office: Room No 212, KAB II, Pusa,  
New Delhi — 110001

Dated : April 11, 2016

## CIRCULAR

### Subject: - Engagement of Consultants on contract basis- regarding.

1. Applications are invited for engagement of 5 (five) **Consultants** on contract basis for Rani Lakshmi Bai Central Agricultural University for a period of 12 months as per following eligibility criterion for attending to various specific and time bound jobs as described against each:

Sl	Field	Number of slots	Essential Requirement	Outline of tasks to be assigned
1.	Academic Coordination & Planning	one	<ol style="list-style-type: none"><li>1. Retired professionals from ICAR/Agricultural Universities of level of ADG/Dean/Director</li><li>2. Experience of handling work related to co-ordination &amp; management of various education programme in agriculture and well versed with relevant ICAR/government rules.</li><li>3. Good knowledge of working on computers.</li></ol>	full support and assistance to Vice-Chancellor for planning, co-ordination and monitoring of University educational program and annual plan, drafting of various notifications, ordinances and regulations consistent with the University Act, preparing reports, agenda notes and minutes of discussion during the meeting of University statutory authorities, besides any other related specific duty(ies) assigned from time to time
2.	Agriculture Education and Research	one	<ol style="list-style-type: none"><li>1. Retired professionals from ICAR/ Agricultural Universities of level of ADG/Dean/Director</li><li>2. Experience of pulse research, and monitoring &amp; coordination of higher agriculture education at University level.</li><li>3. Good knowledge of working on computers</li></ol>	full support and assistance to Vice-Chancellor for planning, co-ordination and monitoring of research program under AICRP Chickpea unit of the University, preparing project reports, co-ordinate and generally supervise the under graduate teaching in the College of Agriculture, besides any other related specific duty(ies) assigned from time to time
3.	Horticulture & Forestry Education	one	<ol style="list-style-type: none"><li>1. Retired professionals from ICAR/Agricultural Universities of level of ADG/Dean/Director</li><li>2. Experience of monitoring &amp; coordination of higher Horticulture/Forestry education &amp; research at University level.</li><li>3. Good knowledge of working on computers</li></ol>	full support and assistance to Vice-Chancellor for planning, co-ordination and monitoring of under-graduate teaching in the College of Horticulture & Forestry, besides any other related specific duty(ies) assigned from time to time

4.	Engineering	one	Retired official from ICAR/ Agricultural Universities/Central government of level of Executive Engineer/Director (works)	full support and assistance to the University for planning, co-ordination and monitoring of infrastructural development particularly related to construction of Buildings, preparing reports, agenda notes and minutes of discussion during the meeting of University Building & Works Committee, vetting of estimates, besides any other related specific duty(ies) assigned from time to time.
5.	Secretariat Work		Retired official ICAR/ Agricultural Universities/Central government of level of SAO/AO	full support and assistance to Registrar for secretarial services, office support in order to ensure a high efficiency and effectiveness of office administration, besides any other related specific duty(ies) assigned from time to time.

2. Other eligibility criteria applicable to all the consultants are as follows:
  - I. He/She should not have any disciplinary issue in their previous organization
  - II. He/She should have good communication skills in English as well as Hindi.
  - III. He/She should be able to handle work independently including opening of files, collection of materials/information etc.
  - IV. He/She should have god knowledge of relevant rules and regulations.
3. The consultant will be paid a maximum consolidated fee fixed as per Government of India rules and required to work at Jhansi/ New Delhi. However, the engagement as Consultant shall not be considered as a case of re-employment.
4. The engagement of Consultant would be on Full time basis and they would not be permitted to take up any other assignment during the period of consultancy.
5. The Contract can be terminated any time at the discretion of Vice-chancellor, if the performance of the engaged personnel is not found satisfactory.

Interested candidates, who fulfill the eligibility criteria and have a good knowledge and experience may submit their application in the enclosed proforma in sealed cover super-scribed "Selection for a Consultant SI No.--- for RLBCAU on contract basis" which should reach the University camp office by **2<sup>nd</sup> May, 2016** at the following address:-Registrar, Rani Lakshmi Bai Central Agricultural University, Camp office: Room No.212, KAB II, Pusa, New Delhi-110012 by Speed/Registered post. Applicants may send soft copy of the application by email: [vcribcau@gmail.com](mailto:vcribcau@gmail.com).

**Registrar**

# **Rani Lakshmi Bai Central Agricultural University, Jhansi**

## **PROFORMA**

### **Application for engagement of Consultant**

<b>1.</b>	<b>Name in full (Block letter)</b>	
<b>2.</b>	<b>Complete residential address with Pin Code No.</b>	
<b>3.</b>	<b>Phone No./Mobile No.</b>	
<b>4.</b>	<b>E-mail I.D.</b>	
<b>5.</b>	<b>Educational qualification</b>	
<b>6.</b>	<b>Date of superannuation from Govt. service</b>	
<b>7.</b>	<b>Designation and Office address at the time of retirement</b>	
<b>8.</b>	<b>PPO &amp; LPC No.</b>	
<b>9.</b>	<b>Brief particulars of experience in ICAR/AUs/Govt. service</b>	
<b>10.</b>	<b>Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.</b>	

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. I have read this document and ready to accept all the term & conditions for engagement of Consultants.

(Signature of Candidate)

**Place:**

**Date:**

**Note: Enclosed copy of PPO/LPC**