



ICAR- DIRECTORATE OF POULTRY RESEARCH

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(ISO 9001:2015 Certified)

(Recipient of Sardar Patel Best Institute Award 2013)



F. No.1-140/2022-Estt./MIS-FMS/

Dated: 10-11-2023


MEMORANDUM

On the recommendations of the Selection Committee, the Competent Authority of this Directorate is pleased to offer the temporary and contractual engagement post of Young Professional-I to **Sri.B.Ravi Kumar S/o Sri B.Venkataiah** at the consolidated payment of **Rs.25,000/- (fixed) p.m.** initially for a period of one year, for implementation of the e-Office, SPARROW, e-HRMS, office Automation packages etc. at this Directorate on the following terms and conditions:-

1. The Professional ship is **purely temporary and contractual engagement.**
2. His services will be extended for every six months on satisfactory performance certificate furnished by the Controlling Officer/Nodal Officer of MIS-FMS, e-Office, SPARROW etc during the period.
3. On appointment, he will draw the pay at the consolidated payment of Rs.25,000/- p.m (fixed). He will not be entitled for any other allowances as admissible to the regular employees of the Council.
4. The following are the nature of duties during the period of contractual engagement.
 - a. He will assist the Institute Nodal Officer for implementation of the MIS-FMS, e-Office, SPARROW, e-HRMS, office Automation packages etc in assigning the role of Institute employees in the system as and when existing/new responsibility changes assigned.
 - b. Providing User ID and Password to employees and managing the same.
 - c. Coordinating with ICAR Head Quarters support team.
 - d. Assisting in packages like e-Procurement, GeM etc.
 - e. Assisting Office Staff in doing online works in the system.
 - f. Providing hands on/short training session on regular basis to the employees.
 - g. Any other work entrusted by the Controlling Officer.
5. He will not be allowed to accept or hold another appointment paid or otherwise and he will be under the Administrative control of the Nodal Officer of MIS-FMS, e-Office, SPARROW, e-HRMS etc at this Directorate.
6. His headquarters will be the ICAR-Directorate of Poultry Research, Rajendranagar, Hyderabad.
7. He will not be permitted to resign his Young Professional-I during the period, except with the prior permission of the Competent Authority.

8. If, at any time in the opinion of the Competent Authority, the Young Professional is found to be negligent in his work or is guilty of unbecoming conduct, his Professional ship is liable to be terminated by the Competent Authority **with or without any notice**, as the circumstances of the case may warrant.
9. Grant of leave to the Professional will be according to the rules framed by the Council from time to time. He is entitled for Casual Leave and Restricted Holidays as per the Govt. of India/ICAR rules/instructions issued from time to time. He is also entitled for Paternity Leave as per rules of Govt. of India.
10. If the Professional leaves his assignment without permission of the Competent Authority, he shall not be paid any amount of pay due to him. However, minimum one-month's notice period is required for making alternate arrangements or else one month's consolidated pay would be recovered from him.
11. He will not be entitled to (i) General Provident Fund (ii) ICAR Group Insurance Scheme.
12. His appointment will be subject to the conditions that a Civil Surgeon of Government Hospital declares him medically fit for service.
13. On appointment, he will be required to take an oath of allegiance to the Constitution of India or make a solemn affirmation to that effect as in the form enclosed.
14. If any declaration given or information furnished by him proves to be false or if he is found to have willfully suppressed any material information, he will be liable for removal from service and such other codal actions as deemed fit will be taken.
15. He is not entitled to any traveling allowance to join at this Directorate.
16. He should submit photocopies of his Certificates duly self-attestation along with Original Certificates at the time of his joining duty at this Directorate.
17. **He has to submit a non-judicial stamp paper worth Rs.100/- for which the matter is enclosed.**

In case the assignment is acceptable to **Sri.B.Ravi Kumar S/o Sri B.Venkataiah** on the terms and conditions mentioned above, he should intimate his acceptance to the undersigned immediately and report himself for duty to the Nodal Officer at ICAR-Directorate of Poultry Research, Rajendranagar, Hyderabad – 30 on or before **30.11.2023** failing which necessary action will be taken for cancellation of the above offer.


(T.R. VIJAYA LAKSHMI)
ASST. ADMN. OFFICER

To
Sri.B.Ravi Kumar,
S/o Sri B.Venkataiah,
H.No : 4-93/2, Sarjakhampet (Vill),
Kosgi(Mandal),Narayanpet(Dist)
Telangana-509339
Mob:9963788019/9014218744
Email:ravibanda.145@gmail.com

Copy for information and necessary action to:

1. F&AO 2. DDO 3. Nodal Officer MIS-FMS 4.I/c ARIS Cell with a request to arrange to place the order in the Website.