

F.No.1-181/2025-Estt/ICMR-TRK/

Dated: 19-11-2025

## MEMORANDUM

On the recommendations of the Selection Committee, the Competent Authority of this Directorate is pleased to offer the temporary and Co-terminus post **Project Technical Support III** to **Miss. Sabbavarapu Sai Rajeshwari Kavya D/o Sri. Bhushaiah Naidu** at the payment of Rs. 28,000 p.m. + 30% HRA and increment @ 5% on initial emoluments after completion of two years, subject to performance review under Project entitled **“Generation of novel modular vectored vaccine for important poultry viruses: A public health approach for pandemic preparedness”** for the period of one year or Termination of the Project whichever is earlier.


1. The Professional ship is **purely temporary and contractual engagement** for the period or one year or Termination of the Project whichever is earlier.
2. Her services will be extended for every six months on satisfactory performance certificate furnished by the P.I. of the Project during the period otherwise her services will be terminated without any further notice.
3. On appointment, she will draw the pay at the payment of Rs. 28,000 p.m. + 30% HRA and increment @ 5% on initial emoluments after completion of two years, subject to performance review. She will not be entitled for any other allowances as admissible to the regular employees of the Council.
4. The Professional ship shall take effect from the date the Professional joins the duty.
5. No residential accommodation and transportation will be provided.
6. She will devote her whole time to the approved research programme/study/duty and will not be allowed to accept or hold another appointment paid or otherwise and will be under the administrative control of the P.I. of the Project.
7. Her headquarters will be at Hyderabad for the present but she will be liable to serve in any of the ICAR Adhoc scheme.
8. She will not be permitted to resign her Project Technical Support III during the period, except with the prior permission of the Competent Authority.
9. If, at any time in the opinion of the Competent Authority, the Project Technical Support III is found to be negligent in her work or is guilty of unbecoming conduct, her Professional ship is liable to be terminated by the Competent Authority with or without any notice, as the circumstances of the case may warrant.
10. Grant of leave to the Professional will be according to the rules framed by the Council from time to time. She is entitled for Casual Leave and Restricted Holidays as per the Govt. of India/ICAR rules/instructions issued from time to time. She is also entitled for Maternity Leave as per rules of Govt. of India.
11. **If the Professional leaves her assignment without permission of the Competent Authority, she shall not be paid any amount of pay due to her. However, minimum one-months' notice period is required for making alternate arrangements or else one month's consolidated pay would be recovered from her.**

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12. She will not be entitled to (i) General Provident Fund (ii) ICAR Group Insurance Scheme.
13. **Her appointment will be subject to the conditions that a Civil Surgeon of Government Hospital declares her medically fit for service.**
14. On appointment, she 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.
15. All patent rights and designs and invention derived from research work financed or aided by the Council shall belong to the Council. The Council may at its discretion allow or direct any benefit thereof to be retained by or given to the inventor.
16. If any declaration given or information furnished by her proves to be false or if she is found to have willfully suppressed any material information, she will be liable for removal from service and such other codal actions as deemed fit will be taken.
17. She is not entitled to any traveling allowance to join at this Directorate.
18. She should submit photocopies of her Certificates duly self-attestation along with Original Certificates at the time of her joining duty at this Directorate.
19. **She has to submit a non-judicial stamp paper worth Rs.100/- for which the matter is enclosed.**

In case the assignment is acceptable to **Miss. Sabbavarapu Sai Rajeshwari Kavya D/o Sri. Bhushaiah Naidu** on the terms and conditions mentioned above, she should intimate her acceptance to the undersigned immediately and report herself for duty to the P.I. of the Project at the Directorate of Poultry Research, Rajendranagar, Hyderabad -30 on or before **10/12/2025** failing which necessary action will be taken for cancellation of the above offer.

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

To  
**Miss. Sabbavarapu Sai Rajeshwari Kavya**  
**D/o Sri. Bhushaiah Naidu,**  
65-1-433/12, ACA Complex, Srimvasa nagar,  
Srinari puram, Vishakhapatnam,  
Andhra Pradesh  
Email: [ssrkavya@gmail.com](mailto:ssrkavya@gmail.com)  
Ph. No.- 8008717472

Copy for information and necessary action to:

1. F&AO
2. DDO
3. Dr. T.R. Kannaki, Prl. Scientist & P.I
4. I/c ARIS Cell with a request to arrange to place the order in the Website