

ICAR – NATIONAL BUREAU OF ANIMAL GENETIC RESOURCES, KARNAL-132001.

WALK-IN-INTERVIEW

The Walk-in-Interviews for selection of Project Management Support Staff (1); Computer Operator (Technical) (1), Office Assistant (1); Contract Support Staff – for Labs (1); purely on contractual basis under bi-lateral contracts under NBGC-IB Project will be conducted on the dates/time and venue and other details shown against each position. The eligible and interested candidates are invited to appear for the same on the scheduled date, time and venue.

S.No.	Name & No. of positions and monthly remuneration payable	Duration of engagement	Qualifications	Place of posting	Date & time and venue of walk-in- interview
1.	Computer Operators (Technical) One; Rs. 25,000/- (Fixed). No other allowances admissible.	Upto 31/03/2020 and/or co-terminus with the project; extendable based on needs of the project and performance of candidate. However, contract can be terminated premature by either side without assigning any reason with a notice of 30 days.	Essential: 10+2. Minimum 5 years experience of conversion of data from one format to another, knowledge of data sorting, preparation of data for NCBI Accessions/ Genomic data format making, use of genomic web server. Desirable: Submission of NCBI Accessions, Entry of data to develop database.	Liable to be posted anywhere in India where project implementation shall be carried out.	10/06/2019 at 10.30AM onwards at NBAGR, Karnal
2.	Project Management Support Staff – One, Rs.30,000/- (Fixed). No other allowances admissible.	Upto 31/03/2020 and/or co-terminus with the project; extendable based on needs of the project and performance of candidate. However, contract can be terminated premature by either side without assigning any reason with a notice of 30 days.	Essential: Graduate from recognized University. Diploma of at least one year duration in Office Management/Stenography with 5 years experience in supporting large research project/projects management work with an all India network.	Liable to be posted anywhere in India where project implementation shall be carried out.	11/06/2019 at 10.30AM onwards at NBAGR, Karnal
3.	Office Assistant (One)– Rs. 25,000/- (Fixed). No other allowances admissible.	Upto 31/03/2020 and/or co-terminus with the project, extendable based on needs of the project and performance of candidate. However, contract can be terminated premature	Essential- 10+2, Min. 5 years experience in providing assistance in office maintenance, record keeping, knowledge of computer, management of office, MIS-FMS, procurement processing and	Liable to be posted anywhere in India where project implementation shall be carried out.	12/06/2019 at 10.30AM onwards at NBAGR, Karnal

		by either side without assigning any reason with a notice of 30 days.	inventory management. Desirable: Data recording, bill preparation, assisting in recruitment, salary disbursement etc.		
4.	Contract Support Staff (for labs) – One Rs. 23,500/- (Fixed). No other allowances admissible.	Upto 31/03/2020 and/or co-terminus with the project; extendable based on needs of the project and performance of candidate. However, contract can be terminated premature by either side without assigning any reason with a notice of 30 days.	Essential: 10+2, Min. 5 years lab. experience in DNA isolation, electrophoresis and PCR set up, autoclaving and cleaning of lab-ware, providing support in maintaining various laboratory instruments. Desirable: Recognized Diploma in lab technology, Experience of handling large ruminants, collection of blood samples, lab operations.	Liabile to be posted anywhere in India where project implementation shall be carried out.	13/06/2019 at 10.30AM onwards at NBAGR, Karnal

Responsibilities:

1. Computer Operator (Technical)

To assist in implementation of NBGC-IB project. To enter data generated. Sorting alignment, genomic files, searching databases, NCBI accessions, formatting of data for various softwares and submission of NCBI Accessions.

2. Project Management Support Staff

To assist in implementation of NBGC-IB project. Record keeping, maintenance of files, correspondence/liaisoning with different centers, animal husbandry departments of various states and CGHS centers, maintain and release of funds, processing of files.

3. Office Assistant

To assist in implementation of NBGC-IB project. Maintenance of files and records of the office and liaisoning of administration/finance/CGHS centers, direct benefit transfer to farmers, inventory management, etc.

4. Support Staff (for Labs)

To support in Lab. Work, Collection of blood samples from field, DNA isolation, electrophoresis and help in PCR set up, packaging and solution preparation, pH maintenance, washing lab wares, electrophoreses solutions, autoclaving and providing logistic support to other lab activities.

Age as on 01.06.2019:

Not under 21 years and over 50 years (upper age relaxable 5 years in case of SC/ST candidates).

Engagements of Project Management Support Staff (1); Computer Operator (Technical) (1); Office Assistant (1); Contract Support Staff – for Labs (1) will be done purely on contractual basis on bi-lateral contracts, upto March, 2020 and/or co-terminus with the respective Projects/Schemes. The selected candidates shall have no right/claim for regular appointment at this Bureau. Eligible and interested candidates may attend walk-in-interview on the dates as indicated against each

Project/Scheme alongwith original certificates and typed bio-data with one set of attested copies of each of their certificates with passport size photograph. No TA/DA will be paid for attending the interview.

Note:

1. Those candidates who are already working in any Project/Scheme/Organization should bring "No Objection Certificate" from his present employer.
2. On the date of walk-in-interview requisite degrees/certificates should be in hand.
3. The experience will be counted after acquiring the basic minimum qualifications.

All eligible candidates are advised to be present at least 30 minutes before scheduled time on the date of interview for completing necessary formalities. It is made clear that candidates reporting after 10:30 hours for walk-in-interview will not be allowed to appear for interview. Canvassing in any form will disqualify the candidates.

Administrative Officer

Sl. No.	Name of Candidate	Qualification	Experience	Remarks

Do you hold the required qualifications? Yes No

Do you have relevant experience? Yes No

Signature of Candidate

Application Format

1.	Name			
2.	Father's Name			
3.	Date of Birth			
4.	Present Address			
5.	Permanent Address			
6.	Telephone/Mobile Numbers			
7.	Email Address			
8.	Category: General/SC/ST/OBC			
9.	Qualification details with percentage marks from matriculation/high school onwards (starting from the highest qualification first)			
	Examination	Board	Marks obtained	% marks
10.	Experience			
	Name of Employer	From	To	

It is certified that the information furnished above is correct to the best of my knowledge and belief.

Check List:

Do you fulfill the essential qualification

 Yes

 No

Do you have requisite experience

 Yes

 No

Signature of Candidate

Date:

Place: