



भाकृअनुप - कृषि तकनीकी अनुप्रयोग संस्थान (अटारी)
ICAR-Agricultural Technology Application Research Institute (ATARI, Zone-X)
 An ISO 9001:2015 Certified Institute
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F.No. ICAR-ATARI/1-2(66)/Consultant/2023-24

Dated 28th August, 2025

NOTIFICATION FOR HIRING OF CONSULTANT

Sub: Hiring of Retired Government/ICAR Employees as Consultant purely on contract basis – 2 Nos. - Reg

The ICAR-ATARI, Zone X Hyderabad invites applications for hiring of Consultants 2 (Two) Nos in the vast experience in the field of Administration and Accounts from the retired employees of ICAR (of the level of Pay Level -7) who retired after 01.01.2025 purely on contract basis, initially for a period of six months, which may likely to be extended based on the requirement and performance of the Consultants. The details regarding eligibility criteria, terms of reference etc are as under:

Position	No. of position	Section	Qualifications	Essential Experience required
1. Consultant (Administration)	One (01)	Administration	<p>Essential:</p> <p>Should have retired from Central Government or ICAR Service of the level of Assistant Administrative Officer or equivalent cadre(Level -7) Graduation or above from a recognized University in any discipline</p> <p>Upper age limit is 62 years as on the date of Notification</p> <p>Desirable: Working knowledge on Computers Notification</p> <p>Age-Limit: As on 01.07.2025 the employee should complete 60 years.</p>	<ol style="list-style-type: none"> 1. Experience and ability for independent noting and submission of relevant files and Liaoning and dealing with Court Cases and RTI Matters. 2. Experience and dealing of administrative matters, Court Cases related to KVKS 3. Experience and working knowledge in Establishment procedure and General Administration of Central Government/ICAR 4. Assisting in preparing the self-content notes, processing the cases conducting CAS/DPCs/MACPs/for promotion, pay fixation, Roster of staff belong to Scientific, Technical and Administrative. 5. Assisting in matters related to Stores and Purchases 6. Knowledge in dealing and assisting with online portals of e-office, e-HRMS, PFMS, GeM, SPARROW, CIC Portal etc.,
2. Consultant (Audit & Accounts)	One(1)	Audit and Accounts	<p>Essential:</p> <p>Should have retired from Central Government or ICAR Service of the level of Assistant Finance and Accounts Officer or equivalent cadre(Level -7) Graduation or above from a recognized University in any discipline</p> <p>Upper age limit is 62 years as on the date of applications</p> <p>Desirable: Working knowledge on Computers Applications.</p> <p>Age-Limit: As on 01.07.2025 the employee should complete 60 years.</p>	<ol style="list-style-type: none"> 1. Knowledge of Budget related procedures, GFR 2017 2. Finance and Accounts, Processing of Claims/grants in aid for implementing agencies for schemes in GOI. 3. Knowledge f e-office, PFMS, e-HRMS, ICAR Rules. 4. Preparation of Monthly Accounts, BRS and Annual Accounts as per ICAR Instructions etc.,

Period of engagement: Initially the contract period would be for a period of 6 months, it may be extended or curtailed.

Place of work

ICAR-ATARI-Zone X, CRIDA Campus, Santosh Nagar, Hyderabad. The duties may involve touring various institutes and KVKs in India

Remuneration

A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase during the contract period.

Fixed remuneration of Rs.30,000/-(Rupees thirty thousand only) per month

Retired ICAR Employees (Administration and Audit & Accounts) who are eligible as indicated above and willing to accept the terms and conditions as mentioned in Annexure I, and may attend the interview scheduled at this office on **12.09.2025 (11.30 A.M)**. The candidates are required to bring duly filled in signed biodata as per Annexure -II along with a copy of the PPO/Pensioner Card and **Vigilance Clearance Certificate issued by ICAR at the time of superannuation** while coming for the interview.

No TA/DA will be paid for attending the interview.

1. The consultant shall perform the services assigned to him/her by the Controlling Authorities.
2. The Normal working hours would be from 9.00 AM to 5.30 PM with lunch break of 30 minutes from 1.00 PM to 1.30PM from Monday to Friday, in case of emergencies or exigency services may require to stay beyond the normal working hours and during closed holidays for which no additional remuneration will be paid.
3. The engagement of the Consultant will be purely on Contract basis. The engagement shall not be considered as a case of re-employment.
4. Consultant shall not be entitled to any kind of accommodation or allowance facility such as Dearness Allowance, Transport facility, residential accommodation etc.
5. The persons engaged on contract basis shall not be entitled to any other benefits viz. Provident Fund, Pension, Insurance, Gratuity etc.
6. The hiring period of consultant would be initially fixed for a period of 6 months. The period which may be extended or curtailed subject to review, on the basis of performance and at the sole discretion of the Competent Authority based on the performance. The Consultant shall not exceed the age of 65 years.
7. Leave of Absence: The consultant will be allowed 1.5 days leave for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed. Also, no payment in lieu of un-utilized leaves will be made by the Institute.
8. In Case the consultant has to proceed on tour, his TA/DA claim shall be regulated as per his entitlement at the time of retirement.
9. The continuance of consultants during the hiring period of six months depends on the satisfactory performance. It can be terminated at any time by issue of one month notice by ICAR-ATARI, Hyderabad. It can also be terminated at any time without giving one month's notice if he/she is found guilty of gross negligence or involved in acts of grave misconduct. The services of the Consultant shall stand terminated automatically on the maximum period, unless it is extended in writing.
10. His/Her engagement will be on full time basis and during the period his/her Consultancy in this Institute, he/she shall not take up any other assignment in any public or private organizations, whatsoever.
11. He/She will not act in a manner that will be detrimental to the activities or reputation either of this Institute or of the ICAR/ Government of India.
12. He/She will not reveal or share with any third party, any secret or confidential about or become aware in the course of engagement. He/She will not get himself/herself involved in any political activities or exhibit behaviour during the course of his engagement that result in conflict of interests or unbecoming the prudent man.
13. If any declaration given or information furnished by the candidates proves to be false or if the candidate is found to have wilfully suppressed any material information, he/she will be liable for removal from engagement service and such other action at Government may deem necessary.
14. No TA/DA shall be admissible to the Consultants for attending the walk-in-interview or for taking up the appointment. Consultant will not be allowed any foreign tours with financial liability with Government expenses.
15. This institute shall have the right to examine/review the services provided by him/her at any time.
16. This institute shall not be responsible for any loss accident damages/injury suffered by him/her whatsoever arising in or out of the execution of his/her work including travel.
17. Self-attested copies of all educational qualifications along with Last pay certificate and Pension Payment Order are required to be submitted invariably at the time of selection.

18. The Consultants are required to adhere to the administrative, financial and disciplinary regulations of ICAR-ATARI where the incumbent is working. They may be required to mark their attendance in Attendance Register.
19. The Consultants will be under the administrative control of the Competent Authority. They will be subject to the Administrative, financial and disciplinary regulations of the ICAR-ATARI, Hyderabad.
20. Tax Deduction at Source (TDS): Income tax will be deducted from the emoluments of consultants at source as applicable.
21. Consultants will not be entitled to any Medical Benefit and Allowances.
22. The Consultants shall have no claim, whatsoever, for regularization/absorption or otherwise against any regular post on termination of the tenure/project as it is purely on contractual/temporary & is time bound in nature which runs co terminus with the length of the contract period.
23. No correspondence will be entertained with the non-selected candidates.
24. In case of any dispute which may arise out of or in connection with this advertisement/notification, Hyderabad City Courts have jurisdiction to decide or adjudicate.

Sd/- Director

Details of Experience

Period		Name of the Office/Organization	Post, Remuneration or Pay Band with Grade Pay/ Level Matrix, if applicable	Description of duties performed
From	To			

Name/Signature: _____

To,

The Director:
ICAR-Agricultural Technology Application Research Institute (ATARI, Zone-X)
CRIDA Campus,
Santoshnagar,
Hyderabad – 500 059

Application for hiring Consultant (Administration and Audit works) of ICAR-ATARI with reference to the Circular/Notice

No. _____ dated _____.

Consultant(Administration) : / Consultant(Audit and Accounts) :

Recent
Photograph

Name	
Consultant for the position of	
Father's/Husband's name	
Date of Birth	
Address for Correspondence	
Date of Joining in Government Service	
Date of Retirement	
Post from which retired	
Name of the Department/Institute from which retired	
Last Pay drawn	
PPO No. (with copy)	
Contact No/Mobile No/PAN Number/Aadhar Number	
Email ID	
Educational/Technical Qualification(s)	
Details of experience to be attached in proforma appended as Annexure-III	Duly filled Proforma Appendix is attached
Any other relevant information (Use a separate sheet, if necessary)	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

I understand and agree that in the event of information being found false or incorrect/complete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be reject and I shall be bound by the decision of the ICAR-ATARI, Hyderabad.

SIGNATURE OF THE APPLICANT

Date: