



ICAR-Directorate of Knowledge Management in Agriculture
Indian Council of Agricultural Research
Krishi Anusandhan Bhavan-I
Pusa, New Delhi -110 012

Advertisement No. DKMA/282014/2024

INTERVIEW

Applications are invited for 02 positions of Senior Consultants (GRADE-I) at ICAR-DKMA on purely contractual basis for a period of one year and extendable by two more years on the basis of satisfactory performance. The details are as under:

Sl no.	Unit	Grade of Sr. Consultant	Number of Sr. Consultants required
1	English Editorial Unit	Sr. Consultant (Grade-I)	01
2	Social Media & Website Management Unit	Sr. Consultant (Grade-I)	01
Total			02

A. ENGLISH EDITORIAL UNIT, DKMA

A.1 Main Tasks, Responsibilities and Scope of Work

Publication Oversight: Ensuring the timely and high-quality production of research journals, magazines, handbooks, and special issues.

Editorial Excellence: Providing guidance and expertise to maintain the editorial standards and integrity of ICAR publications.

Revision of Handbooks: Leading the project of revising the Handbook Series to align with evolving knowledge and technology.

Timely Publication of Textbooks: The Senior Consultant will play a pivotal role in project management, coordinating with authors, editors, and publishing teams to ensure that textbooks are published punctually.

Training and Capacity Building: Organizing author workshops, training sessions, and capacity-building initiatives to enhance the skills of ICAR scientists and editors.

Efficiency and Excellence: Contributing to the streamlining of editorial processes, improving efficiency, and ensuring the continual growth and impact of ICAR publications.

Other responsibilities/work as assigned by DKMA.

A.2 Qualification, Skills, knowledge and Competencies requirement for Sr. Consultant (English Editorial):

Qualification and Experience requirement for the Sr. Consultant (Grade-I) for English Editorial:

Sr. Consultant (Grade-I) (No. of post-1)/ Remuneration Rs. 70,000/- (with 3% annual increment)

Essential Qualification and Experience:

- Master's Degree in Agricultural Sciences/ Animal Sciences or allied sciences

Experience:

- 5 years' experience in editorial capacity in a reputed publishing house or national level Journal.

SOCIAL MEDIA & WEBSITE MANAGEMENT UNIT

B.1 Main Tasks, Responsibilities & Scope of Work:

- **Software Management:** Regularly managing and updating the e-Pubs, e-Patrika, e-Book, DKMA website and ICAR HQ payment gateway to ensure their smooth operation and security.
- **Technical Support:** Providing technical support to the editors as well as journal managers of the journal hosted on the e-Pubs platform along with authors to address their issues promptly.
- **System Enhancement:** Identifying opportunities for system enhancement and improvement to meet evolving user needs and technological advancements.
- **Networking and Coordination:** Coordinating with the journal editors, journal managers, ICAR data centre etc.
- **Other responsibilities/work as assigned by DKMA.**

B.2 Qualification, Skills, knowledge and Competencies requirement for Sr. Consultant for SM&WM:

Qualification and Experience requirement for the Sr. Consultant (Grade-I) for SM&WM Unit:

Sr. Consultant (Grade-I) (No. of post-1)/ Remuneration Rs. 70,000/- (with 3% annual increment)

Essential Qualification and Experience:

- Master's Degree like M.Tech (Computer Science)/MCA

Experience:

- 5 Years' experience in software management, OJS, OMP, Linux, PHP, MySQL, website management, and Word Press in a reputed organization.

PROCEDURE FOR HIRING OF SR. CONSULTANTS:

Through open advertisement in all formats and as per GFR provisions.

1. **Selection Criteria:** The selection will be based on the basis of weightage of marks in Qualification, Experience (where applicable) in the relevant field and performance in the interview. Criteria for awarding marks:

SR. CONSULTANT (GRADE-I)

S.N.	Parameters	Max. Marks assigned
1	Marks on Graduate	10
2	Marks on Master Degree	15
3	Marks on additional Degree/Diploma in relevant field	05
4	Experience (over and above minimum experience required)	10
5	Skill test	20
6	Interview	40
	TOTAL	100

**Basis of Calculating marks*

- a) **For calculating Experience: 2 marks for each year** over minimum experience required with maximum of 10 marks. For calculating marks of experience for less than 1 year, marks will be assigned proportionately on monthly basis i.e. 2/12 for experience of each month.

2. EMOLUMENTS

For Sr. Consultant (Grade-I): Rs. 70,000/- with 3% annual increment has been added after base year.

Tax will be deducted at source as per Govt. of India Income Tax rules.

3. AGE

The Upper age limit for Sr. Consultant will be as under:

For Sr. Consultant - 45 years

4. DURATION OF ENGAGEMENT

Individual Sr. Consultants will be engaged for initial period of one year which may be extended by two more years at a time upto a maximum tenure of three years, i.e., 1+1+1 years for providing high quality services on specific tasks as per requirement of the ICAR-DKMA. However, their continuation in their respective position beyond the first and subsequent years would be contingent on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators. The performance of Sr. Consultant will be monitored by a duly Constituted Monitoring and Evaluation Committee.

5. TA/DA/CONVEYANCE CHARGES

The Sr. Consultant may be deputed by the ICAR-DKMA to attend conferences/seminar/symposium/workshop). To and fro journey by train in AC-2 Tier/AC Chair Car and DA at fixed rate of Rs.1500/- per day for other tour related expenses on Guest House/Hotel Accommodation, food and local conveyance etc.

6. LEAVE

The Sr. Consultants are eligible for 08 days leave in a calendar year on pro-rata basis and 02 restricted holidays as per the rules of Govt. of India/ICAR. Intervening weekly holidays or gazetted holidays during a spell of leaves should not be counted against the admissible leaves. The un-availed leaves will not be carried forward to next calendar year. In addition to this, Sr. Consultants may also be allowed compensatory leave in lieu of the duty assigned on holidays but not more than 02 leaves can accrue in a month. The Compensatory leaves can be accumulated only up to 05 days at a time and the Sr. Consultants may be allowed to avail the same within 03 months. Female Sr. Consultants will be entitled to maternity leave as per provision in the Maternity Benefit (Amendment) Act 2017. However, there will be no paternity leave for male Sr. Consultants.

7. THE OTHER TERMS & CONDITIONS

- (i) The Sr. Consultants will be under the administrative control of the concerned Incharge/Project Director, DKMA.
- (ii) The engagement will stand terminated on completion of the tenure of the scheme or on the date stated in the sanction order of the scheme whichever is earlier whether so communicated formally on individual basis or not.
- (iii) If any Sr. Consultants leaves his/her assignment without permission for one month, he/she will stand terminated from the date of his/her absence.
- (iv) Since Sr. Consultants are engaged for the Scheme work full time, the Sr. Consultants will not be allowed to do any other work or to accept or hold another appointment with or without remuneration elsewhere.
- (v) ICAR will have the intellectual property rights/proprietary right on research outputs of the Sr. Consultant made during the period of working in the ICAR as per the provisions of "ICAR Guidelines for Intellectual Property Management and

Technology Transfer/Commercialization” mutatis mutandis. However, in case the Sr. Consultants has done some research work, his/her name can accordingly be acknowledged/included appropriately in the research paper(s) as solely decided by the Incharge/Project Director. No right in this regard can be claimed.

- (vi) The Sr. Consultants shall have no legal right to claim his/her regularization/appointment by absorption or otherwise against any regular posts or any further contractual engagement on termination of the scheme/project. The engagement in the scheme is purely time-bound, non-regular and on co-terminus basis with the scheme. The services of the incumbent shall stand terminated automatically on expiry of the period given in the sanction.
- (vii) Sr. Consultants are full time workers and are required to adhere to the administrative, financial and disciplinary regulations of ICAR-DKMA where the incumbent is working. Regular attendance of the Sr. Consultants may be ensured by the concerned Unit Incharge/any other officer assigned by PD, DKMA by keeping an attendance register/Biometric Machine.
- (viii) The engagement of the manpower in the Scheme/Directorate is purely time-bound and non-regular and also not against any sanctioned vacancy/cadre strength/post/position.
- (ix) TDS will be deducted as per Government of India rules.
- (x) On appointment the Sr. Consultants will submit a declaration regarding his/her marital status in the prescribed form. In the event of his/her having more than one spouse living, his/her appointment will be subject to his/her being exempted from the enforcement of the recruitment in this behalf.
- (xi) The Sr. Consultants will be a full time worker and will be required to adhere all the administrative, financial and disciplinary regulations of the ICAR/Institute.
- (xii) The appointment of candidate can be cancelled by the Project Director, DKMA without any prior information and **no communication shall be entertained in this regard**. The office will not be liable to pay advance one-month salary in such circumstances.
- (xiii) The appointment will be subject to the condition that he/she be declared medically fit/sound mind for the services by the Govt. medical hospital/Dispensary and he/she submits the receipts of the letter **from concerned Police Station**, submitted for verification of his/her character/criminal antecedents (validity?) **at the time of joining**.
- (xiv) **Termination:** The ICAR-DKMA can terminate the Sr. Consultant at any time without prior notice and without providing any reason for it. ICAR-DKMA reserves the right to terminate the services of an Individual Sr. Consultant at any stage, in the event of a serious failure in the performance of the assigned task or for any other reasons in his discretion which shall be binding on appointee.
 - (a) The appointment is purely contractual basis and his services can be terminated within 24 hours' notice.
 - (b) If the candidate leaves his/her assignment without permission, he/she shall not be paid any emoluments due to him applicable for that respective month.
 - (c) The position of Sr. Consultant is not transferable, however may be considered to be posted at any other place in India in public interest/ or the smooth functioning/requirement of the project as the case may be. The Sr. Consultant may be directed/required to work in any other Unit in DKMA.

- (d) The ICAR-DKMA holds no responsibility for his/her regularization/absorption against any other regular post on termination of the project as it is purely contractual/ temporary and time bound service of the incumbent shall stand terminated automatically on expiry of the sanction of the project.
- (xv) Other conditions of services:
- (a) The selected candidate shall have to produce medical fitness certificate from Government Hospital at the time of joining.
- (b) The candidate selected shall be under the direct administrative control of the Project Director, DKMA. The selected candidate will deposit his whole time to the assignment given by Project Director (DKMA) and will not be allowed to accept or hold any other paid assignment either regular or on part time basis.
- (c) The appointee will not be entitled to:
- i) Benefits of ICAR Provident Fund.
 - ii) Benefits of ICAR CGELIS scheme.
 - iii) Medical Facilities or reimbursement of any expenditure incurred for Medical treatment, and
 - iv) Residential accommodation.
 - v) Any other benefit applicable to regular staff except specifically allowed in the ToR.
- (xvi) Sr. Consultants can be called any time during 24 hours & required to attend the work as and when required. The normal working hours of office are 9.00 a.m. to 5.30 p.m. Mon. - Fri. However, depending upon the work requirement, Sr. Consultants may be directed/required to sit beyond these working hours attend work on holidays upon specific instructions by PD, DKMA which shall be binding on the Sr. Consultants.
- (xvii) Settlement of Disputes: ICAR-DKMA and the Individual Sr. Consultant shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Consultancy period or the breach, termination or invalidity thereof. Work related grievances, if any, should be processed as per the redressal mechanism established at ICAR-DKMA.
- (xviii) The rights and obligations of the Individual Sr. Consultant are strictly limited to this Consultancy Contract and OMs issued by ICAR-DKMA from time to time on work allocation/reporting etc. Accordingly, the Individual Sr. Consultant shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this Consultancy Contract. The Individual Sr. Consultant shall be solely liable for claims by third parties arising from the Individual Sr. Consultant's own acts or omissions in the course of performing this Consultancy, and under no circumstances shall ICAR-DKMA be held liable for such claims by third parties.
- (xix) Title to any equipment and supplies that may be furnished by ICAR-DKMA to the Individual Sr. Consultant for the performance of any obligations under the Consultancy Contract shall rest with ICAR-DKMA, and any such equipment shall be returned to ICAR-DKMA at the conclusion of the Consultancy Contract or when no longer needed by such Individual Consultant. Such equipment, when returned to ICAR-DKMA, shall be in the same condition as when delivered to the Individual Sr. Consultant, subject to normal wear and tear, and the Individual Sr. Consultant shall be liable to compensate ICAR-DKMA for any damage or degradation of the equipment that is beyond normal wear and tear.
- (xx) ICAR-DKMA shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with regard

to products, processes, inventions, ideas, know-how or documents and other materials which the Individual Sr. Consultant has developed for ICAR-DKMA under the Consultancy Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Consultancy Contract, and the Individual Sr. Consultant acknowledges and agrees that such products, documents and other materials constitute works made during the engagement for ICAR-DKMA. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Individual Sr. Consultant under the Consultancy Contract or as result of such Consultancy Contract shall be the property of ICAR-DKMA that shall be made available for use or inspection by ICAR-DKMA at reasonable times and in reasonable places. It shall be treated as confidential and shall be delivered only to ICAR-DKMA's authorized officials on completion of work under the Consultancy Contract.

- (xxi) **Confidential Nature of Documents and Information:** The Individual Sr. Consultant shall be subject to the provisions of the Indian Official Secrets Act, 1923. The Individual Sr. Consultants shall not, except with the previous sanction of ICAR-DKMA or in the bona fide discharge of their duties, publish a book or a compilation of articles or participate in TV/ Radio broadcast/ Social Media or contribute an article or write a letter in any newspapers or periodical either in their own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter relates to subject matter assigned to them by ICAR-DKMA. The Individual Sr. Consultant is prohibited from sharing any material (as described above) that was created as part of the Consultancy or received during the engagement at the ICAR-DKMA from external agencies or from within ICAR-DKMA. In the event of premature termination or completing the Consultancy Contract, the Individual Sr. Consultant shall duly handover all related documents, communications, reports etc. to the reporting officer, while, the obligations of the provisions of The Official Secrets Act, 1923 shall remain effective for all intents.
- (xxii) **Use of Name, Emblem or Official Seal of ICAR-DKMA:** Individual Sr. Consultants shall not advertise or otherwise make public for purposes of commercial advantage that a contractual relationship exists with ICAR-DKMA, nor shall the Individual Sr. Consultants, in any manner whatsoever, use the name, emblem or official seal of ICAR-DKMA, or any abbreviation of the name of ICAR-DKMA, in connection with any business or otherwise without the written permission of ICAR-DKMA.
- (xxiii) **Insurance:** The Individual Sr. Consultants shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of their obligations under the Consultancy Contract, as well as for arranging, at their own expense, such as life, health and other forms of insurance as the Individual Sr. Consultant as they may consider appropriate to cover the period during which they are engaged.
- (xxiv) **Police Verification:** Police verification of the Individual Sr. Consultants shall be done as per the latest instructions issued by MHA. In case the police verification is received as negative, the Consultancy Contract of Individual Sr. Consultant shall cease to exist with immediate effect without any notice.
- (xxv) **Force Majeure and other Conditions:**

Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of any Individual Consultant.

The Individual Sr. Consultants acknowledge and agree that, with respect to any obligations under the Consultancy Contract that they must perform in or for any areas in which ICAR-DKMA is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations. Any delay or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Consultancy Contract.

- **How to Apply:**

1. Interested and eligible candidates may apply (**separately for each position**) and submit self-attested & signed copy of their duly filled application as per attached proforma Annexure-I through e-mail (jobs.dkma@icar.gov.in) or by speed post. The application should also be accompanied with one set of original scanned self-attested relevant copies of testimonials, certificates and age proof and mark-sheets as required in the advertisement.
2. **The duly filled in application along with self-attested copies of certificates must be sent to Section Officer, General Administration Section, Room No. 612, 6th Floor, DKMA, Krishi Anusandhan Bhawan - I, Pusa, New Delhi through speed post or by email (jobs.dkma@icar.gov.in) within 15 days from the date of publishing of advertisement in newspapers. The application(s) received after due date will not be considered in any case.**
3. Candidates will be shortlisted for Interview on the basis of their academic qualification, experience, publication, achievements/awards etc. submitted by the candidates with the duly filled application form and considering relevant criteria as per job requirement of the position. The list of shortlisted candidates to be called for Interview and an invitation of interview will be sent to the shortlisted candidate on the e-mail address given in his/her application form. The candidates are advised to regularly visit website <https://www.icar.org.in> & <https://www.dkma.icar.gov.in> and check their email for any updates.
4. **The date and time of Interview shall be informed through e-mail only on their e-mail address given in their application form.**
5. The selected candidates at their expenses will be medically examined for fitness before engagement.
6. No TA/DA will be paid for appearing in Interview.
7. Candidate fulfilling the essential Qualifications and eligibilities criteria only need to apply. The self-attested document furnished by the selected candidate (s) with his/her application form shall be verified from original documents later on for which the candidate will have to visit ICAR-DKMA, KAB-I, Pusa New Delhi-110012 at his/her own expenses.
8. Candidates are necessarily required to produce original certificates at the time of interview which will be returned to them.
9. The selected candidates shall not claim any regular appointment as the positions are purely temporary.
10. Concealing of facts or canvassing in any form shall lead to disqualification of the candidature and/ or termination of engagement even after appointment.
11. The Project Director, DKMA reserves the right to cancel/withdraw all/any position of Consultant out of the above. The decision of Project Director, DKMA shall be final and binding on all aspects.
12. Candidates who are already employed in Govt. Organization should produce "No Objection Certificate" from the present employer
13. All legal dispute shall be settled at New Delhi jurisdiction.
14. ***All the candidates are directed to strictly follow the COVID guidelines at the time of Interview.***

PROFORMA OF APPLICATION FORM FOR THE POSITION OF SENIOR CONSULTANT (GRADE -I)
UNDER ICAR-DKMA, KAB-I, PUSA, NEW DELHI-110012.

(A) General Information:

1.	Post Applied for		Paste recent passport size photograph duly, self Attested
2.	Full Name (in Block letters)		
3.	Father's/Husband's Name		
4.	Gender	Male/Female/others	
5.	Date of Birth/...../.....	
6.	Age as on 01.01.2024years.....months.....days	
7.	Marital Status	Married/Unmarried	
8.	Contact No.		Mobile No.
9.	E-mail address		
	Alternate e-mail address		
10.	Correspondence Address		
11.	Permanent Address		
12.	Whether General/SC/ST/OBC/PH		

(B) Academic Qualifications:

Sr. No	Name of degree	Subjects/ specialization	Board/ University	Year of passing	Duration of Course (in years)	Max. Mark /OGP A	Marks/O GPA obtained	Percentage
1.	10 th class/ equivalent							
2.	10+2/ Higher Secondary equivalent							
3.	Bachelor's Degree							
4.	Master's Degree							
5.	Other (specify)							

(C) Experience (duly supported with certificates issued by Concerned Employers)

Chronological list of experience						
Sr. No.	Designation	Name of the Employer	Period of experience		No. of years/months	Nature of work done
			From date	To date		
1.						
2.						
3.						
4.						
5.						

(D) Please state whether you are employed at present: _____ Yes/No

If yes, then give details of Employer with full Address and produce No Objection Certificate	
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(E) Additional information, if any:

Declaration: The information given above by me are true to the best of my knowledge and belief. If any information and/or document is being found false, my candidature/services, if selected, may be terminated without any notice beside other action under IPC. I also declare that none of my near or distant relative (if yes, details are (name)..... (Designation)..... (Institute name.....) is working in ICAR/its Institutes etc.

Signature of Applicant
Dated: _____