



भाकृअनुप-केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान  
बैरकपुर, कोलकाता-700121, पश्चिम बंगाल  
ICAR-Central Research Institute for Jute & Allied Fibres  
Barrackpore, Kolkata-700121, West Bengal  
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F. No.: 18-17/ICAR-Legal/Accounts/YP-II/23-24/(e-278671)

Date: 12.10.2023

## **NOTICE**

Eligible candidates are invited to apply online for time bound non-regular nature positions of one (01) Young Professional -II (Legal) and One (01) Young Professional – II (Accounts) at this Institute for Zonal Legal Cell, Zone-IV (East Zone) of ICAR as per details given below:

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1.	<b>Post</b>	01 (One) Young Professional -II (Legal) & 01 (One) Young Professional -II (Accounts)
2.	<b>YP-II (Legal)</b>	<b>Essential Qualification:</b> (i) Law graduate from a University/ Institution recognized by UGC, enrolled as an advocate with Bar Council of State in which practicing and 2 years' experience for dealing with Civil/Service/Labour Arbitration cases and exposure to drafting of Agreement/MoU/Deeds etc. after enrolment. While considering the application for YPs the ranking of Institution provided under established framework shall be the deciding factor. (ii) Knowledge of IT applications, virtual meeting platforms and computer skills (MS Word, Excel, PowerPoint, Tally etc.) <b>Desirable Qualification:</b> (i) Advocate Registered under provisions of Advocate Act, 1961 and enrolled with concerned State Bar Council, having at least 2 years practice as an advocate (who is capable of examining the orders of court, searching case law, interpretation of judgment / orders of courts, drafting the pleadings, replies of notices, officials notes, communications etc. and also is well conversant with official procedure, making official communications, computer typing, all PDF tools and other electronic tools, mode of communications, bookmarking, filing online petitions etc.) (ii) Working experience in drafting, noting, making official communication etc. in any law department of government /Autonomous Body / PSU etc.

4.	<b>YP-II (Accounts)</b>	<p><b>Essential Qualification:</b></p> <p>(i) Post Graduate (with minimum 60% marks) in Accounts / Commerce / Economics from a recognized university / college.</p> <p style="text-align: center;">OR</p> <p>Graduate (with minimum 60% marks) from a recognized university / college and MBA (Finance) or ICWA from a recognized institution.</p> <p>(ii) Minimum 1 year of experience in administrative / accounts related work in Govt / PSU / Autonomous body office)</p> <p><b>Desirable Qualification:</b></p> <p>(i) Knowledge of PFMS, FMS, Bill preparation, Accounting, IT applications, virtual meeting platforms and computer skills</p> <p>(ii) Capable of making official communications, computer typing, MS Word, Excel etc.</p>
5.	<b>Tenure</b>	Initially for one year which is extendable for two more years (01 year at a time) subject to requirement of the services of the YP-II in the organization and satisfactory performance of the candidate.
6.	<b>Remuneration/Salary</b>	Consolidated amount of Rs. 35,000/- per month. No House Rent Allowance (HRA) will be paid to the YPs.
7.	<b>Age Limit</b>	The minimum age under Young Professional category is 21 years and maximum is 45 years. Age relaxation is applicable for SC/ST/OBC/PWD candidates as per Government of India rules. Age will be reckoned as on the last date of inviting applications.

8.	<b>Job Description</b>	<p><b>YP-II (Legal):</b></p> <p>Typing, noting, drafting under guidance or/and instructions of Zonal Legal Officer and aiding and assisting the Zonal Legal Officer / Assistant Legal Adviser / Legal Zone-4 in performing his/its functions / duties prescribed by ICAR from time to time. And to do everything, relating to or/connecting with the discharge of functions by Zonal Legal Officer / Assistant Legal Adviser / Legal Zone-4, ICAR and other connected matters. In short the Young Professional shall assist the ZLO in discharging his prescribed duties. In addition he shall provide all secretariat assistance to ZLO and the Young Professional shall do any other work as assigned by the ZLO, ICAR from time to time. Some of such duties are (attached as Annexure-1 herein below).</p> <p><b>YP-II (Accounts):</b></p> <p>Administrative and Accounting work of the Legal Unit, passing of Bills and claims. Typing work (secretariat assistance) related to Zonal Legal Unit, Zone-4.</p> <p>In addition he/she may be asked to perform account related work of the institute ICAR-CRIJAF.</p>
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**How to apply:**

Application form and detailed terms and conditions of engagement may be downloaded from the Institute website <https://crijaf.icar.gov.in/> Interested candidates are requested to send their scanned copy of application in the enclosed Performa (Annexure-I and Annexure-II) addressed to the Director, ICAR-CRIJAF, Nilganj, Barrackpore, Kolkata – 700121 appended with detailed bio-data affixing recent passport size photograph of the candidate and copies of self-attested certificates in support of age, qualifications, experience, and other credentials to email address (**interview.crijaf@gmail.com**) latest by 5.00 PM of 27.10.2023. All applications which are not in the prescribed format or received after the mentioned time limit will stand rejected.

**Selection procedure**

The applications received shall be screened and all eligible candidates will be called for Interview. However, if number of applications is large, a Written Examination may also be conducted and short-listed candidates will be called for Interview. Candidates called for interview should present themselves with complete bio-data, self-attested photographs and self-attested enclosures such as mark sheets, proof of date of birth, certificates for qualification, experience, and caste certificate.

## **TERMS & CONDITION FOR SELECTION:**

1. The applications received after the mentioned date & time limit will be summarily rejected. For application for the position of YP-II (Legal), the subject of the email should clearly **mention "Application for YOUNG PROFESSIONAL-II (LEGAL) at ICAR-LEGAL ZONE-IV"** and for application for the position of YP-II (Accounts), the subject of the e-mail should clearly mention **"Application for YOUNG PROFESSIONAL-II (ACCOUNTS) at ICAR- LEGAL ZONE-IV"**
2. The Institute reserves the right not to fill up the post advertised in case of non- availability of any suitable candidate or due to any other reasons without adducing anyreason thereof.
3. The Institute reserves the right to reject any application form due to non-observance any or all of the above instructions.
4. At the time of the verification of original documents (even after selection) if it is found that an attempt has been made by the applicant to willfully conceal any information misrepresent the facts or canvass, such applicant will not be considered for selection and due action will be taken against him/her. Such candidate shall have no right to claim for regular appointment at ICAR-CRIJAF/ICAR at any point of time.
5. The decision of the Director, ICAR-CRIJAF will be final and binding on all aspects.
6. Offer of appointment will be sent to the selected candidate(s) through email only.
7. No TA/DA will be paid to the candidates.
8. The Nodal Officer, Legal, ICAR, New Delhi may relax any/all conditions of eligibility or engagement of the YP on the recommendations of the Institute.

## **Terms and Conditions of Service:**

### **1. Tax Deduction at source:**

The income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting payment of monthly salary.

### **2. TA/DA for the YPs:**

TA/DA will be admissible to YPs for undertaking domestic tour for official work as under:

YP-II: 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.

### **3. Attendance and working hours/days:**

The working hours for the YPs will be same as regular employees of ICAR. No extra benefit will be allowed for working beyond office hours. Unauthorized absence from the project/work for a continuous period of 08 days without valid reasons shall lead to automatic termination of the engagement.

### **4. Leave entitlement for the YPs:**

The YPs in ICAR are eligible for 08 days leave in a calendar year n 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, YPs 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 YPs may be allowed to avail the same within 03 months.

Female YPs 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 YPs.

#### 5. Intellectual Property Rights

Intellectual Property created due to the work of Young Professional during his/her valid tenure in ICAR will be governed by the IPR guidelines of the Council.

#### 6. Prohibition of Sexual Exploitation and Abuse:

The Young Professionals shall have to comply with the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

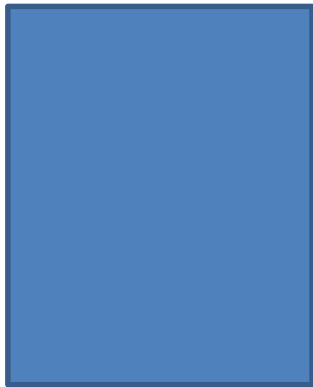
#### 7. Other terms and condition

- i. The young professional (YP) shall be subject to the laws of Secrecy of the country and will sign a declaration of secrecy and Non-Disclosure Agreement before reporting.
- ii. The engagement will not constitute a regular job or appointment of any nature in the ICAR.
- iii. During the term of engagement the YP shall comply with the Standards of Conduct. Failure to comply with the same will become a ground for termination of the YP without notice.
- iv. Young Professionals will be entitled to other facilities like transport/canteen/library/dispensary etc. available in ICAR-CRIJAF, Barrackpore.

**Sd/-**  
**Asstt. Administrative Officer & I/c,**  
**Administration Section (Establishment)**

**Annexure – I**

## APPLICATION FOR THE POST OF YOUNG PROFESSIONAL-II (Legal / Accounts)

1.	Post Applied for :	YP-II (Legal)	YP-II (Accounts)			
2.	Name in full (In BLOCK LETTERS)					
3.	Passport size photo (to be pasted on the box and self-attested)					
4.	Father / Husband's Name					
5.	Date of Birth (as per matriculation certificate)	DD/MM/YYYY _/_/____				
6.	(i) Mailing address					
	(ii) Mobile / Landline No.					
	(iii) Email Id					
7.	Permanent Address (if different from Sl. No. 6 above)					
8.	Category	SC	ST	OBC	GEN	EWS
9.	Gender	Male		Female		Other
10.	Whether handicapped (please mention type and extent)					

11. Educational Qualification from Class X onwards in chronological order :

S.No.	Exam Passed	Year of Passing	Board / University	Specialization	Percentage of marks / Grade obtained

12. Additional Professional knowledge/experience related to the job :

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13. Details of employment in chronological order :

S.No.	Organisation / Institute	Post held	From	To	Nature of Duties

14. Details of awards, professional achievement, extra-curricular activities etc., if any. Document(s), if any, may be provided in this regard along with this application.

I hereby declare that the information furnished in this application are true / correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature / appointment may be cancelled without any notice and necessary action, as deemed fit may be initiated against me.

(Signature of Candidate)

Name .....

Date.....

Place.....

I, Sh/Ms./Mrs.....s/o, d/o  
Sh.....will comply with the Official Secrets Act, 1923, as amended from time to time and will not disclose any information/data acquired by me during my engagement to any unauthorised person(s). I will not, except with the prior sanction/approval of competent authority in the ICAR, or in the bona fide discharge of my duties, publish a book or a compilation of articles or participate in media broadcast or contribute an article or write a letter to any newspaper(s) or periodical(s) either in my own name or anonymously or pseudonymously in the name of any other person if such book, article, broadcast or letter relates to subject matter pertaining to official business of ICAR.

Signature.....

Name.....

Address.....

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Mob.....

Email.....