

WALK-IN INTERVIEW FOR OFFICIAL WORK ON BILATERAL CONTRACT PURELY ON  
TEMPORARY BASIS

S r. N	Name of Position	Qualification	Description	Period of Contract	Fixed Monthly consolidated Package
1	Contract of Official Work	<ul style="list-style-type: none"><li>- 12<sup>th</sup> Pass from recognized board</li><li>- Proficiency in shorthand and 35 w.p.m. in English typing.</li><li>- Proficiency in working on computer</li></ul>	<ul style="list-style-type: none"><li>- To take dictation in shorthand and its transcription in the best possible manner.</li><li>- Screening the telephone calls and visitors in in tactful manner.</li><li>- To keep an accurate list of engagement, meeting etc. and reminding the officer sufficiently in advance for helping them up.</li><li>- To keep a note of the movement of all incoming and outgoing papers, files etc.</li><li>- To maintain all records in proper manner.</li><li>- To assist the officer in such a manner as he may direct.</li></ul>	One year	13500/- per month

Contract can be terminated prematurely by either side without assigning any reason with a notice of 15 days.

**Age on 31.10.2015:** Not under 21 years and not over 45 years (upper age relaxale by 5 years in case of SC/ST candidate)

**Date of Walk in Interview** : 16.11.2015 at 10.30 AM at Central Institute for Research on Buffaloes, Sirsa Road, Hisar (Haryana) 125001.

Asstt. Administrative Officer

**ICAR -CENTRAL INSTITUTE FOR RESEARCH ON BUFFALOES  
SIRSA ROAD, HISAR-125 001 (HARYANA)  
Phone No.01662-281622, 281634 Fax 01162-275004**

**WALK-IN INTERVIEW**

On behalf of Secretary, ICAR, Director, CIRB, Hisar invites Walk-in-Interview for Contract of official work purely temporary basis and bilateral contract basis on 16.11.2015 at 10.30 AM at Central Institute for Research on Buffaloes, Sirsa Road, Hisar. Initially for a period of One year. For qualification, Remuneration, Application Format and other details visit our website [www.cirb.res.in](http://www.cirb.res.in).

Asstt. Administrative Officer

ICAR - Central Institute for Research on Buffaloes, Sirsa Road, Hisar  
 Application for **Contract of Official Work** at CIRB, Sirsa Road, Hisar on Bilateral Contract  
 purely temporary basis.

Affix Passport Size  
Photo

1.	Name of Candidate (in block letters)						
2.	Father's Name						
3.	Date of Birth				Sex	M / F	
4.	Age as on 30/06/2015						
5.	Address for Correspondence						
6.	Mobile No. email (if any)						
7.	Nationality						
8.	Educational qualification & Training course (attach photocopies of certificates)						
	<b>Name of exam</b>	<b>Year of passing</b>	<b>Univer sity/ Board</b>	<b>Subjects</b>	<b>% age of Marks</b>	<b>Division / Grade</b>	
	<b>Name of the training course</b>	<b>Duration</b>		<b>Institution</b>			
9.	Experience (attach photocopies of certificate in support of experience)						
	<b>Name of Organization</b>	<b>Period</b>		<b>Designatio n/ Position</b>	<b>Emoluments</b>	<b>Nature of Duties</b>	<b>Reason for Leaving</b>
		From	To				

I solemnly declare that the statements made by me in this form are correct to the best of my knowledge and belief.

Date:

Place:

Signature of candidate