



**Agricultural Education Division
Indian Council of Agricultural Research
Krishi Anusandhan Bhavan-II, Pusa Campus
New Delhi –110 012**

Advertisement No. 1/2026

Applications are invited for 01 position of Consultant at Agricultural Education Division on a purely contractual basis for a period of 2 years and extendable by 2 more years on the basis of satisfactory performance. The details are as under:

Sl no.	Unit	Grade of Consultant	Number of Consultants required
1	HRD	Consultant	01

International Fellowships:

A.1 Main Tasks, Responsibilities and Scope of Work:

The consultant is supposed to support and enhance the fellowship program's by strategic planning and operational support which involves collaborating with stakeholders, managing program initiatives etc. The major responsibilities are as follows:

- Liaising with international partners, academic institutions, Ministry of External Affairs and funding agencies to build and maintain strong relationships.
- Assist in the selection and onboarding of fellows.
- Facilitate communication between fellows and host institutions to ensure smooth program execution.
- Releasing the budgets for fellowship initiatives.
- Provide administrative support, including comprehensive documentation related to budget, applications received, selection etc.,
- Reporting and compliance with regulatory requirements.
- Coordinate logistics for fellows, including travel arrangements, accommodation, and visas.
- Offer guidance and support to fellows throughout their fellowship journey, addressing any challenges or issues that arise.
- Monitor and evaluate the effectiveness of fellowship programs as per the guidelines outlined by the scholarship/fellowship sponsoring agency.

B.1 Qualification, Skills, knowledge and Competencies requirement for Consultant :

<p>Qualification and Experience requirement for the Consultant: Consultant (No. of post-1)/ Remuneration Rs. 70,000/- <u>Essential Qualification and Experience:</u></p> <ul style="list-style-type: none">• Master's Degree in Agricultural/Animal Science or Allied Science. <p>Desirable: Ph. D. in Agricultural/Animal Science or Allied Science.</p> <p>Experience:</p> <ul style="list-style-type: none">• At least 5 years of experience in externally funded research projects with responsibilities that include writing reports on progress and achievements as well as coordinating and communicating with the funding agency regarding fund utilization and other essential
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project-related communication.

OR

- Experience in managing or coordinating university/Institute admissions, preferably for international students. Strong familiarity with the protocols and procedures related to admitting foreign students into Indian universities is essential.

Desirable:

- Proficiency in multiple languages, which facilitates communication with a diverse range of international stakeholders.

Eligibility Age: Maximum 45 Years on closing date

PROCEDURE FOR HIRING OF CONSULTANT:

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.

2. EMOLUMENTS

For Consultant: Rs. 70,000/- (fixed)

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

3. AGE

The Upper age limit for the Consultant will be 45 years as of the closing date.

4. DURATION OF ENGAGEMENT

Individual Consultants will be engaged for initial period of 2 year which may be extended by 2 more years at a time upto a maximum tenure of two years, i.e., 2+1+1 years, for providing high-quality services on specific tasks as per the requirements of the Agricultural Education Division. 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 the Consultant will be monitored by a duly constituted Monitoring and Evaluation Committee.

5. LEAVE

The 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 gazette 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, 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 Consultants may be allowed to avail the same within 03 months.

6. How to Apply:

1. Interested and eligible candidates may submit a self-attested & signed copy of their duly filled application as per attached proforma Annexure-I through e-mail (adghrd1.icar@gmail.com) 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 ADG, HRD Section, II Floor, Agril. Edn. Div., Krishi Anusandhan Bhawan – II, Pusa, New Delhi through speed post within 15 days from the date of publishing of advertisement in newspapers. The application(s) received after the 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> & 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 DDG, Agril. Edn. Div., KAB-II, 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. DDG, Agril. Edn. Div. reserves the right to cancel/withdraw position of Consultant out of the above. The decision of DDG, Agril. Edn. Div. shall be final and binding on all aspects.
12. Candidates who are already employed should produce “No Objection Certificate” from the present employer
13. All legal dispute shall be settled at New Delhi jurisdiction.

**PROFORMA OF APPLICATION FORM FOR THE POSITION OF CONSULTANT (GRADE -I)
UNDER Agricultural Education Division, KAB-I, PUSA, NEW DELHI-110012.
Last Date: 11-03-2026**

(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 11.03.2026years.....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: _____