

A. Scope of Work :

The services as detailed below are to be provided to the Sections/ Senior officers of ICAR Hqrs. located at Krishi Bhawan, KAB-I & II & NASC Complex, DPSM, New Delhi:

- (i) Typing/data entry/stenographic work/diarizing/despatch of letters/receipts filling/docketing of papers.
- (ii) Other miscellaneous work of similar nature as and when allotted by concerned Sections/Officers.
- (iii) Upkeep/arranging of files in the section.
- (iv) Photocopying of papers etc. and making sets, as required.
- (v) The services are to be provided for 5 days a week from 9.00 A.M. to 5.30 P.M. Sometimes, in emergency of work, services are to be rendered on Saturday and Sunday and beyond office hours also including holidays etc. and no extra payment will be made on this account.