

ICAR – INDIAN INSTITUTE OF MAIZE RESEARCH

PAU Campus, Ludhiana – 141 004

website: iimr.icar.gov.in

F.No. 39-4/JC- Tenders /IIMR/17-18

Date: 23.8.17

CORRIGENDUM

With reference to the **Tender id 2017_DARE_230012_1** regarding “Work contract for providing Supporting Services at IIMR, WNC, Hyderabad” due for opening on 29.8.17, **the amended Specifications and Allied Technical Details at Winter Nursery Centre, Rajendranagar, Hyderabad in Chapter IV as given in the following pages may be noted please.**

Other terms and conditions of the tender remain the same.


(Head of office)

Copy to:

- Dr. S. L. Jat, I/c ARIS for uploading on IIMR website

Supporting services, WNC, Hyderabad
ICAR - INDIAN INSTITUTE OF MAIZE RESEARCH
 PAU Campus, Ludhiana – 141004
iimr.icar.gov.in; Tele: 0161-2440047

**Chapter – IV: Specifications and Allied Technical Details at WINTER NURSERY
 CENTRE**

Rajender Nagar, Hyderabad

S. No.	Item of job	Required qualification	Job No.	Details/description of work to be done	Approx* Requirement
01	Highly skilled	Graduate and above	1	Assistance in general administration, establishment and estate works, Updating of office records, processing of files for purchase, store requisition, correspondence with other stations	01
			2	Processing of store purchase bills, making entries in registers, maintenance of store records, issue of store items, Preparation and maintenance of accounts	01
			3	Data entry in computer, maintenance and updating of different records in computer	01
			4	Allotment of labours for farm works, issue of farm utility items, supervision of irrigation, weeding , application of insecticides/pesticides, sowing , harvesting and other farm operations	01
			5	Preparation of stem borers diet, storage pests diet, processing of samples for biochemical analysis, assistance in recording observations on field and laboratory works such as accurate release of number of neonates into whorl of the plant, accurate counting of emerged weevils from the fresh seed, damaged seeds, un damaged seeds, weighing of damaged and undamaged seeds, accurate release of number of weevils on petri plates for screening, recording plant characters, maintenance of laboratory records and equipment.	01
			6	Capturing of high quality images of	01

				tassels and cobs, processing of the images for the database, updating the data and the images in the database at regular intervals, maintenance of the database	
02	Skilled	Intermediate and above	7	Field data collection, collection of larvae of stem borers from field, rearing of stem borers and storage pests, recording of data such as total number of plants infested by stem borers, accurate counting of eggs of stem borers, cleaning and disinfection of maize seed, sieving of maize seed, proper storage of maize seed, Collection of different types of plant materials, preparation of plant powders, preparation and preservation of plant extracts, sterilization of rearing jars, petri plates, glass ware such as beakers, conical flasks, pipette tips, scalpels etc.	02
			8	Assistance in recording observations on seedling, growth, floral parts, recording their quantitative and qualitative attributes as per DUS guidelines.	01
			9	Selfing, crossing, seed increase and advancing generations.	01
			10	Filling documents, compiling, maintenance of all records, entries in the register, distribution of files and letters, farm contract labour indent collection, preparation and processing.	01
03	Semi-skilled	Matriculation and above	11	Crop raising, field data collection, harvesting & threshing, drying of seed, collection of data on yield attributes. 100 grain count, grain and fodder yields.	03
			12	Harvesting, threshing and seed processing/ seed preparation for sowing/ storage/ distribution/ exchange/ assisting in record keeping.	03
04	Unskilled	Below matriculation	13	Cleaning and drying and glass/plastic ware, lab cleaning, cleaning of desks, chairs, tables and other furniture in laboratory and other miscellaneous jobs.	01

			14	Maintenance of lawn and trees planted in the premises	01
			15	Housekeeping work in the premises building, cleaning of washroom	01
			16	Carrying of files, cleaning and maintenance etc. in office section/establishment/stores/posting of the letters/attending the supporting services in Incharge 's office	01

Definition of Unskilled/Semi-Skilled/Skilled/Highly Skilled Work
(Vide GOI Gazette Notification No. S.O.188(E) Dated 19.01.2017)

1. **“Unskilled work”** means work which involves simple operations requiring little or no skill or experience of the job.
2. **“Semi-skilled work”** which involves some degree of skill or competence acquired through experience on the job and which is capable of being performed under the supervision or guidance of a skilled employee and includes unskilled supervisory work.
3. **“Skilled work”** means work which involves skill or competence acquired through experience on the job or through training as an apprentice in a technical or vocational institute and the performance of which calls for initiative and judgment.
4. **“Highly skilled work”** means work which calls for a degree of perfection and full competence in the performance of certain tasks including clerical work acquired through intensive technical or professional training or practical work experience for certain reasonable period and also requires of an worker to assume full responsibility for the judgment or decision involved in the execution of the tasks.