**Indian Council of Agricultural Research**  
**National Agricultural Innovation Project**  
**Project Implementation Unit**  
Krishi Anusandhan Bhavan – II, Pusa  
New Delhi – 110 012  
www.naip.icar.org.in

No. 2(5)/2008-PIU-Admn  
Dated 15th June, 2011

**Office Order**

The Competent Authority of NAIP has approval following remuneration for Office Assistant on the given qualification and responsibilities who is put on service at NAIP on outsourcing basis.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category of Manpower</th>
<th>Educational Qualifications</th>
<th>Responsibilities</th>
<th>Remuneration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Office Assistant</td>
<td>a) Graduate from a recognized University with good Communication skill in English (written and spoken) and computer literacy. The individual should have knowledge of office software  b) Experience in noting, drafting on files and administrative processing of cases would be desirable.  c) Knowledge of working with e-mail/Internet desirable.</td>
<td>Responsibilities for filing, docketing of papers received, noting and drafting on files and administrative processing of cases, any, any other duty assigned by officer in charge.</td>
<td>Upto Rs. 10,000/- per month</td>
</tr>
</tbody>
</table>

The above said remuneration is effective w.e.f. 04.06.2011 till further order in this regard.

This has approval of the DG, ICAR.

Sd/-  
Rajesh Kumra  
Section Officer

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PPS to ND, NAIP  
Director (F), NAIP