

**Recruitment**

Sl. No.	Post	Requirement**	Emoluments	Qualifications
1.	<b>Chief Business Manager</b>	<b>Immediate</b>	<b>Rs 1.00 Lakh/ month (Consolidated)</b>	<b>Given Below</b>
2.	<b>Junior Accounts Officer</b>	<b>Immediate</b>	<b>Rs. 25,000 (Consolidated)</b>	<b>Given Below</b>
3.	<b>Technical Manager</b>	<b>Hiring Shortly</b>	<b>Rs. 38,440 (Consolidated)</b> <i>(Up to March 2022 and likely to be extended up to March 2023)</i>	<b>Any postgraduate with working experience of 2-4 years in technical writing/ Content development or graduate with exceptional and proven documentational skills</b> • Age Limit - 40 years or below, <b>Desirable:</b> • Candidate with background in Food Technology/ Nutrition/ Agricultural Sciences/ Policy & Value Chain will be preferred. • Strong interpersonal skills with multi-tasking abilities. • Excellent content writing skills. • Demonstrated knowledge and competence in administrative work and strong track record of project management. • Absolute and extreme attention to detail with diligence in formatting, grammar, clarity • Ability to manage relationships with all stakeholders. • Flexibility towards long work hours, especially when major deadlines and events are approaching. • Highly capable in usage of MS Office tools. Knowledge on data analysis skills is an added advantage.
4.	<b>Senior Research Fellow</b>	<b>Hiring Shortly</b>	<b>Rs. 31,000 plus HRA as per ICAR guidelines</b> <i>Up to March 2022 and likely to be extended up to March 2023;</i>	<b>Essential qualifications:</b> • <b>Master's degree in the Food process engineering/ Agricultural and Process Engineering/ Food Technology/ Food Sciences and Nutrition/ Food Chemistry/ M.Tech, with B. Tech (Mechanical Engineering) with knowledge on mechanization.</b> Candidates having Post Graduate degree in Basic Sciences with 3 years Bachelor's degree and 2 years Master's degree should have NET qualification and 2 years research experience. <b>Desirable:</b> • Experience in FMCG/ Food Sector, basic knowledge in cereals processing machinery, postharvest machinery, primary processing machinery, also able to handle lab equipment, ability to analyze statistical data and documentation skills. • Proficiency in English, and sufficient knowledge in MS-Office and computer usage. • Willing to travel

**\*\*All positions are based at ICAR-IIMR, Hyderabad**

## Detailed Notification

Eligible and interested candidates are invited for a walk-in-interview (virtual) to be held through a virtual platform at the campus of Indian Institute of Millets Research, Rajendranagar, Hyderabad-500030, on **18 October 2021 (Monday) from 10:00 AM** onwards for recruitment of the following positions as per the details given below under RKVY-RAFTAAR project.

Post - 1	Business Manager (Chief) -1 Position
<p><b>Essential Qualification:</b></p> <ol style="list-style-type: none"><li>1. Master's degree: MBA/ PGDM/ M. Tech or Equivalent Master Degree in Agri-Business/ Finance/ Marketing/ Agri-Marketing/ Agri-Economics/ Economics/ Technology Commercialization/ Food Technology/ Biotechnology/ Entrepreneurship from a Recognized Institute.</li><li>2. Must have 5-7 years' experience in relevant field</li></ol> <p><b>Desirable qualification:</b></p> <ol style="list-style-type: none"><li>3. Exposure in Supporting Incubators, Assessment, Evaluation of Projects, Startup's ideas and with experience in startup ecosystem is preferred.</li><li>4. Exposed in Government sector, Startup India, AIC, MEIT, DST, National Innovation Foundation and any other premier institutes dealing with Incubation and startups will be preferable.</li></ol> <p><b>Age:</b></p> <ol style="list-style-type: none"><li>1. 40 years or below (Age can be relaxed in exceptional cases)</li></ol> <p><b>Emoluments:</b></p> <ol style="list-style-type: none"><li>1. Rs 1.00 Lakh/ month (Consolidated); will consider upto 1.25 Lakhs per month in case of exceptional proven track record.</li></ol> <p><b>Duration:</b></p> <ol style="list-style-type: none"><li>1. Up to March 2022 and likely up to March 2023;</li></ol>	

### Roles and responsibilities:

#### 1. Operations & Administration:

- Coordinating with the management in helping in setup and maintenance of TBI for a strong Incubation program.
- To plan and organize Incubation services, conduct of various feasibility studies and market research, coordinating in Technology transfer with the concerned team, helping incubatees to get financial assistance.
- Monitoring day-to-day operations/activities of the Nutrihub. Handling HR activities on need basis and motivating staff to accomplish their routine tasks.
- Ensuring that, Nutrihub has the space, technology and other tools for smooth operations., making sure that the team has skills needed to perform the various jobs as required, and providing ongoing staff development to enhance their performances.
- Able to organize regular board meetings and AGMs and prepare presentations accordingly and shall present them during the meetings if needed.
- Working with students, Faculty and Management to ensure entrepreneurship and innovation may become an integral part of Nutrihub's ecosystem.

#### 2. Revenue Generation:

- Shall develop various incubation programs and business incubation services for Nutrihub to generate income for its own sustainability.
- Nutrihub is a Section-8 (not for profit) company and is eligible for raising resources (Cash & Non-cash) through donations, CSR of corporate, Govt. schemes, Subsidies etc. being the leader, developing models for project finance /CSR and other funding and create network and maintains long-term relationships with key donors and potential donors.
- Should keep track of the fund allocation and report project progress to CEO/Director on time (as and when required).

### 3. Networking and community development:

- Collaborating with various stakeholders in the value-chain to increase and maintain the visibility of Nutrihub,
- Attending Entrepreneurial events, conduct competitive events, participate as judge in investment pitches, evaluate business plans, mentor prospective entrepreneurs, tie-up with various venture capitalist, investment groups and institutions and building the business muscle of entrepreneurs under the Nutrihub and attract new entrepreneurs from new segments and to convert them into business development activities for the Nutrihub for revenue generation.

### 4. Communication and media:

- Communicating the vision, mission, goals, and objectives of Nutrihub and should come out with online and offline collaterals for different contexts including website and social media content.
- Preparing of annual and quarterly reports, newsletters, fund-raising letters and event flyers, press releases and other marketing and advertising materials time to time.

### 5. Incubatees' promotions and services:

- Helping the incubatees to develop multiple kinds of capital ex: financial, customer satisfaction, intellectual property, compliance, and is expected to promote incubatees in various forums through the network they establish.
- This can be in supporting in distribution network, participate in exhibition, sensitizing them on the brand value, conduct training and development programs to enhance their ability to promote and network, define deliverables, their timelines and monitor progress of startups.

### 6. Preparation for interview: Candidates have to prepare a vision document in brief on "Sustainable plan for Revenue Generation of NUTRIHUB" for the next five years. This should be prepared for discussion with the panel (Power point presentation). **And has to be sent along with CV**

Post - 2	Junior Accounts officer (1 Position)
<p><b>Essential qualification:</b> Any graduate with good Accounting Knowledge with a minimum experience of 2 years, preferably in a Govt. organization</p> <p><b>Desirable:</b> Good in English with verbal and written communication skills. Working knowledge in Computer, Tally, MS Office and Internet, Knowledge in GST filing, able to handle PFMS, TDS/ professional tax filing etc.</p> <p><b>Duration:</b> March 2022 (Likely to be extended)</p> <p><b>Age: 40 years;</b> relaxed in case of exceptional track record</p> <p><b>Emoluments:</b> Rs. 25,000 per month (Consolidated)</p> <p><b>Job Roles:</b> 1) Verification of Bills with reference to rules and regulations of the company, accounting entries in Tally ERP Accounting Package. 2) Knowledge of TDS provisions and implementing the same while processing the bills. TDS Payments and Filing the Returns of the company before due dates and issuing the Form-16 and Form-16A to the employees and suppliers respectively. 3) Knowledge of GST provisions. GST Payments and Filing of GST Returns before due dates. 4) Knowledge of Professional tax and ESI. Payments and Filing of returns before due dates. 5) Knowledge of Government Grants and Provisions of Companies Act, 2013. 6) Preparation of Financial Statements i.e., Trial Balance, Income and Expenditure Account, Receipts and Payment Account and Balance Sheet along with supporting schedules and statements and submission to Management of NUTRIHUB-TBISC at regular intervals 7) Knowledge in General Financial Rules, 2017 (GFR), Central Public Procurement Portal (CPP), Bharat Kosh, Public Financial Management System (PFMS) and Government e-Market (GeM) will be an added advantage 8) Preparation and presentation of Budgets and reports. 9) Preparation and maintenance of Stock Reports 10) Ensuring the accuracy of financial documents, as well as their compliance with relevant laws and regulations 11) Evaluating financial operations to recommend best-practices, identify issues and strategize solutions, and help organizations run efficiently 12) Responsible for ensuring financial records are compliant with the relevant laws and regulations 13) Able to work with CA and CS and comply with the statutory requirements including auditing/ preparation of financial reports.</p>	

**Terms & Conditions:**

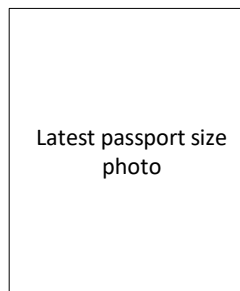
1. The above posts are purely temporary and on contractual basis till March 31, 2022 (likely to be extended).
2. The candidates have to send scanned copies of all educational and experience certificates along with your CV for verification.
3. The shortlisted candidates shall be called for interviews on a virtual platform through mail.
4. The selected candidates shall not claim for regular appointment/ absorption in Nutrihub TBISC/ICAR-IIMR/ or in any funding agency at the end of the project.
5. Selected candidate/s will be positioned in Nutrihub TBISC/ ICAR-Indian Institute of Millets Research, Hyderabad-030 for contractual job.
6. **Nutrihub-TBISC/ ICAR-IIMR reserves the right to alter/ change/ cancel this advertisement/ recruitment without assigning any reason at any stage of recruitment process.**
7. Candidates have to login (in case of virtual interviews) before 15 mins of scheduled time. And should wait for their turn patiently.
8. Selected candidate has to produce an undertaking, stating that he/she is not enrolled in any other job or academic courses etc. (either full time or part time) at the time of joining.
9. Professional tax & TDS may be deducted as per rules wherever applicable.
10. **Please be watchful if any corrigendum issued on updates/ modifications on the subject. ([www.millets.res.in/ad.php](http://www.millets.res.in/ad.php)) and ([www.nutrihubiimr.com/careers](http://www.nutrihubiimr.com/careers))**
11. **Eligible and interested candidates may send their filled in Application (given below), CV along with qualification and experience certificates scanned copies and recent passport photo to [dayakar@millets.res.in](mailto:dayakar@millets.res.in) on or before 14.10.2021, 5:00 pm.**
12. **CVs received after 14<sup>th</sup> October 2021, 05:00 PM will not be considered.**

Sd/-  
Director

**PROFORMA**

**APPLICATION FOR THE POST OF : *Chief Business Manager/ Junior Accounts Officer/ Technical Manager/ Senior Research Fellow (On contractual Basis) (Tick the post applied for)***

1. Name in BLOCK letters: \_\_\_\_\_
2. Father's / Husband's name: \_\_\_\_\_
3. Date of Birth & age: \_\_\_\_\_; \_\_\_\_\_ years.
4. Postal address for correspondence: Present & Permanent.  
\_\_\_\_\_  
\_\_\_\_\_



5. Mobile no: \_\_\_\_\_; Aadhar No: \_\_\_\_\_; email: \_\_\_\_\_

**6. Educational Qualifications:**

Sl. No	Qualifications	Year of passing	Board/ University	Marks (% /GPA)	Remarks (if any)
1.					
2.					
3.					

**7. Prior Experience (if any):**

Sl. No	Name of the Organization/ Institute	Post	From To	Drawn Salary	Remarks
1.					
2.					

**8. Additional Information which you would like to mention:**

a. Additional Academic/ professional Qualifications: \_\_\_\_\_

- b. Trainings \_\_\_\_\_
- c. Research Publications / reports / special projects: \_\_\_\_\_
- d. Awards/ Scholarships/ Official Appreciations: \_\_\_\_\_
- e. Affiliation with professional bodies/ institutes/ Societies: \_\_\_\_\_
- f. Any other information: \_\_\_\_\_

9. Whether belongs to SC/ST/OBC/OC/PH/Ex-servicemen (as per Gol norms) \_\_\_\_\_

10. I am also willing to be considered for any lower post in case my application for the applied post is ineligible or not shortlisted for further scrutiny. (Yes / No): \_\_\_\_\_

**SELF DECLARATION**

I \_\_\_\_\_, Son/ Daughter of \_\_\_\_\_ hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if Information given by me is proven false/ not true, I will have to face the punishment as per the law. Also, all the benefits availed by me shall be summarily withdrawn and I may be terminated from the services without assigning any reasons.

Date: \_\_\_/\_\_\_/\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Candidate

**NOTE: SUBMIT YOUR CV SEPARATELY WITH DETAILED CREDENTIALS**