



**NUTRIHUB-TECHNOLOGY BUSINESS INCUBATOR (NIELAN)
ICAR- INDIAN INSTITUTE OF MILLETS RESEARCH(IIMR)**

RAJENDRANAGAR, HYDERABAD-5000 030,
Ph: 040-24599331, Email-dayakar@millets.res.in

Notification

Eligible and interested candidates are invited for a walk-in-interview to be held at the campus of Indian Institute of Millets Research, Rajendranagar, Hyderabad-500030, on 13th March, 2020 (Friday) at 9.30 A.M. for recruitment of Administrative Officer (AO) under NIELAN-TBI project as per the details given below.

Venue: Conference Hall, Nutrihub, ICAR-IIMR.

Name of the Post	Administrative Officer (AO)
Name of the Project	NIELAN-TBI
Emoluments (per month)	Rs 30,000/ (consolidated). 10% annual hike on satisfactory performance. (The selected candidate will get remuneration of Rs. 30,000/- per month with the annual raise of 10%. Exceptional candidates upward remuneration will be considered limiting to a maximum of Rs.40,000/-)
Project Till	Till 31st March, 2021.

Essential Qualifications:

Any Degree but, B.Com. is preferred from a recognized university, passed with not less than 60%. Working experience of 5-10 years specialization in administration, stores and accounts in supervisory position preferably in government sector.

Desirable Qualifications:

Experience in leading a team will be added advantage.

Knowledge in e-tendering, e-procurement, PFMS, GEM, GST and GFR is an additional qualifications.

Age: The candidate must be within age group of not exceeding 40 years, for those who retired from Government offices, the age limit will be relaxed, however, physical fitness and alertness will also be taken into consideration.

Key Responsibilities:

As the **Administrative Officer (AO)**, he/she shall look after all the administrative works, shall oversee the day-to-day operations of the TBI, shall maintain all the records, maintain the infrastructure, all the works related to staff such as leaves etc., coordinating in meetings, programmes etc., maintain the accounts, issue the cheques, salaries etc., tender processing, preparing annual accounts, balance sheet and issue of utilization certificate to funding agency at the end of the financial year, and supervision of day-to-day works related to accounts section. The incumbent is expected to keep track of the fund allocation and report project progress to CEO from time to time. Should be able to implement PFMS.

Designation, Reporting & Job Location

The designation shall be "**Administrative Officer (AO)**" and the reporting will be to the Chief Executive Officer, NIELAN-TBI(Nutrihub). The job location will be in Rajendranagar, Hyderabad, but will be required to travel, if necessary.

Terms & Conditions:

1. The above posts are purely temporary and on contractual basis till expiry of the project.
2. The candidates have to produce his/ her original certificates along with a set of self-attested photo copies of all certificates and a recent passport size photo, and other documents such as experience and caste certificate at the time of interview for verification.
3. The selected candidates shall not claim for regular appointment/ absorption in Nutrihub or IIMR or funding agency at the end of the project.
4. No TA/ DA will be paid for appearing in the walk-in-interview.
5. The selected candidate will be positioned in ICAR-Indian Institute of Millets Research, Hyderabad-030.
6. IIMR reserves the right to alter/ change/ cancel this advertisement/ recruitment without assigning any reason at any stage of recruitment process.
7. Above posts are purely temporary and on contractual basis till 31st March, 2021.
8. Candidates have to report the venue one hour prior to scheduled time on specified date.
9. Candidates have to produce an undertaking, stating that they are not enrolled in any other job or academic courses etc. (either full time or part time) for attending the interview.
10. Professional tax & TDS may be deducted as per rules wherever applicable.
- 11. Please be watchful if any corrigendum issued on updates/ modifications on the subject. (www.millets.res.in/careers)**
- 12. Bring the filled in application at the time of interview along with CV/Resume, Exp Certificates & original certificates for verification.**

Director



Notification

Eligible and interested candidates are invited for a walk-in-interview to be held at Conference hall, Nutrihub, ICAR-Indian Institute of Millets Research (IIMR), Rajendranagar, Hyderabad-500030, on **13th March, 2020 (Friday) at 09.30 A.M.** for recruitment of Technical Assistant (1 position), under “**Development of a National Database on Millets**” funded by **DAC & FW** as per the details given below.

Name of the Post	Technical Assistant (Designer)
Name of the Project	Development of a National Database on Millets
Emoluments (per month)	Rs. 20,000/ (consolidated).
Project Till	Till March, 2020 (Likely to be extended)
Essential Qualifications: 10 th or equivalent from any Recognized state board, and Diploma in DTP/ Certificate course in Photoshop/ Corel Draw/ Page Maker. Good at DTP designing work, able to design posters, brochures, pamphlets etc.	
Desirable Qualifications: Candidates with BFA are preferable. Experience in relevant field will be preferred. Basic Computer knowledge with proven skills as above. Fluency in English, Telugu, & Hindi. Key Roles and Responsibilities: Designing of all posters, brochures, and other designs for various events. Branding of Nutrihub-TBI	

Terms & Conditions:

1. The above posts are purely temporary and on contractual basis till expiry of the project.
2. The upper age limit of above position is up to 40 years for Men and 45 years for Women.
3. The candidates have to produce his/ her original certificates along with a set of self-attested photo copies of all certificates and a recent passport size photo, and other documents such as experience and caste certificate at the time of interview for verification.
4. The selected candidates shall not claim for regular appointment/ absorption in IIMR or funding agency at the end of the project.
5. No TA/ DA will be paid for appearing in the walk-in-interview.
6. The selected candidate will be positioned in ICAR-Indian Institute of Millets Research, Hyderabad under the PI of the Project.
7. IIMR reserves the right to alter/ change/ cancel this advertisement/ recruitment without assigning any reason at any stage of recruitment process.
8. Above posts are purely temporary and on contractual basis till 31st March, 2020. However it is likely to be extended.
9. Candidates have to report the venue one hour prior to scheduled date and time.
10. Candidates have to produce an undertaking, stating that they are not enrolled in any other job or academic courses etc. (either full time or part time) for attending the interview.
11. Professional tax & TDS may be deducted as per rules wherever applicable.
12. **Please be watchful if any corrigendum issued on updates/ modifications on the subject. (www.millets.res.in/careers)**
13. **Bring the filled in application at the time of interview along with CV/Resume, Exp Certificates & original certificates for verification.**

Director

PROFORMA

APPLICATION FOR THE POST OF : _____ *(On contractual Basis)*

Project: _____

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.					
4.					
5.					
6.					

7. Prior Experience (if any):

Sl. No	Name of the Organization/ Institute	Post	From To	Drawn Salary	Remarks
1.					
2.					
3.					
4.					

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 GoI 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