



भारतीय कदन्न अनुसंधान संस्थान
INDIAN INSTITUTE OF MILLETS RESEARCH



(Indian Council of Agricultural Research)

Rajendranagar, Hyderabad-500 030, Ph: 040-24599331/ 040-29885838

DETAILED NOTIFICATION

Eligible and interested candidates are invited for a walk-in-interview (virtual) to be held online, at ICAR – Indian Institute of Millets Research, Rajendranagar, Hyderabad, on **23/02/2022** from 10:00 A.M. onwards for recruitment of the following positions under the below mentioned projects as per the details given below.

Sl. No	Name of the post	Area/Dept.	Qualifications	Emoluments/ Per month
1.	Research Executive – 2 Positions	Plant Bio-Chemistry/ Food Chemistry/ Instrumentation	Essential qualifications: M. Sc in Food Chemistry or Food Science/Agrl. Biochemistry or Post Graduate Degree in Biochemistry (Basic sciences) or Allied Fields. Desirable qualification: Research experience in food analysis, protein digestibility, bioavailability studies, data compilation and analysis; research publications in relevant field. Essential qualifications: Master's degree in Food Technology/Bioprocess Technology or Allied fields with Educational Experience in the area of Millets Desirable qualification: Experience in handling and maintenance of lab equipment and instrumentation, process standardisation, food analysis, data compilation and analysis. Ability to resolve basic problems at lab. Prior experience in millet-related research.	Rs. 35,000/- Per month (Consolidated)
2.	Research Assistant – 1 position	Agri Business Management	Essential: Fresh Master's degree in Agricultural sciences/ ABM/ Post-Graduation in Agri Business Management/ with 1 st Division or 60% marks or equivalent OGPA. PGDABM , PGDRD are also may apply Desirable: Willing to travel to other places/ Field visits and to work from villages from FPOs place Experience in Extension studies, FPOs management for sustainability Proficiency in Communication & Computer skills, Working experience of analysis statistical data and documentation Skills.	Rs. 25,000/- Per month (Consolidated)

Terms & Conditions:

1. The above posts are purely temporary and on contractual basis till **expiry of the project**.
2. The age limit of above position is up to 40 years as on the date of interview.
3. The relaxation in upper age limit is five years for SC/ST/women candidates and three years for OBC candidates as per rules.
4. The candidates shall send filled in Applications in the proforma enclosed along with a passport size photograph and a set of self-attested copies of requisite mark-sheet, certificates and supporting documents.
5. Candidates have to produce all the original certificates at the time of interview for verifications.
6. No TA/DA will be paid for attending the interview.
7. The interviews will start from 10:00 AM through Virtual mode, candidate need to wait till they are called/allowed to the meeting for the interview as per the list.
8. The decision of the Director, ICAR-IIMR is final and binding in all respects.
9. The selected candidates shall not claim for regular appointment/absorption in ICAR-IIMR, Hyderabad or Funding Agency at the end of the project.
10. Canvassing in any form will lead to cancellation of candidature.
11. The selected candidate may have to join immediately.

12. For further details/updates/modifications please visit our website <https://millets.res.in/ad.php>, www.nutrihubiimr.com/careers regularly.
13. IIMR reserves the right to alter/ Change/ Cancel this Advertisement/ Recruitment without assigning any reason at any stage of recruitment process.
14. **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.**
15. Interested and eligible candidates may send their application form (attached), CV along with qualification and experience certificates scanned copies as a single pdf to dayakar@millets.res.in on or before 20.02.2022, 5:00 pm.
16. CV's received after 20th February 2022, 5:00 PM will not be considered, shortlisted candidates will be sent link to attend the interview virtually.

**Sd/-
Director**



**NUTRIHUB TECHNOLOGY BUSINESS INCUBATOR
STARTUPS CONFEDERATION (NUTRIHUB-TBISC)**

(Not for Profit Section.8 Company registered under Companies Act, 2013)

Reg. Office: 11-127, ICAR-IIMR, Rajendranagar, Hyderabad-30

CIN: U85300TG2020NPL144881, Tel: 040-29884838

www.nutrihubiimr.com and www.millets.res.in



Detailed Notification

Eligible and interested candidates are invited for a walk-in-interview (virtual) to be held online, at Nutrihub, ICAR – Indian Institute of Millets Research, Rajendranagar, Hyderabad, on **23/02/2022** from 10:00 A.M. onwards for recruitment of the following position/s under the below mentioned projects as per the details given below.

Post	Junior Accounts officer (1 Position) for Nutrihub TBISC
Emoluments (per month)	Rs. 25,000 (Consolidated)
Project Till	March 2022 (Likely to be extended)

Essential:

Any graduate with good Accounting Knowledge with a minimum experience of 2 years in relevant field, preferably in a Govt. organization

Age: 40 years or below

Desirable: Good in English with verbal and written communication skills. Working knowledge in Computer, MS Office and Internet, Knowledge in GST filing, able to handle PFMS, TDS/ professional tax filing etc.

Job Roles:

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.

Terms & Conditions:

1. The above posts are purely temporary and on contractual basis till March 31, 2022 (likely to be extended).
2. The age limit for the post is upto 40 yrs as on the date of interview.
3. The candidates have to send scanned copies of all educational and experience certificates along with your CV for verification.
4. The shortlisted candidates shall be called for interviews on a virtual platform through mail.
5. 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.
6. Selected candidate/s will be positioned in Nutrihub TBISC/ ICAR-Indian Institute of Millets Research, Hyderabad-030 for contractual job.
7. **Nutrihub-TBISC/ ICAR-IIMR reserves the right to alter/ change/ cancel this advertisement/ recruitment without assigning any reason at any stage of recruitment process.**
8. Candidates have to login (in case of virtual interviews) before 15 mins of scheduled time. And should wait for their turn patiently.
9. 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.
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/ad.php) and (www.nutrihubiimr.com/careers)**

12. 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 davakar@milletres.in on or before 20.02.2022, 5:00 pm.
13. CVs received after 20th February 2022, 05:00 PM will not be considered.

Sd/-
Director

PROFORMA

APPLICATION FOR THE POST OF : Research Executive 1/ Research Executive 2/ Junior Accounts Officer (*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.

Latest passport size
photo

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 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