

### Notification

Eligible and interested candidates are invited for a walk-in-interview (virtual) to be held through virtual platform at the campus of Indian Institute of Millets Research, Rajendranagar, Hyderabad-500030, on **27<sup>th</sup> July 2021 (Tuesday) from 10:30 AM** onwards for recruitment of the following positions as per the details given below.

Name of the project	RKVY-RAFTAAR
Position	Business Executive (1 Position)
Emoluments (per month)	Rs 30,000 (Consolidated)
Project Till	31 <sup>st</sup> March 2022 (Likely to be extended)
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Graduate and above with work experience of 2-4 years in Incubation/Startup/Business related field. Candidates with Agri-Business Management degree or BBA/ BCA/ degree in Engineering / equivalent UG degree from recognized university will be preferred.</li> <li><b>Age Limit- 40 years or below</b></li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Candidates with good verbal and written communication skills in English, and technical report writing.</li> <li>Strong understanding and usage of computer, MS Office and Internet.</li> <li>Knowledge of food processing of agri commodities.</li> <li>Experience of Startup Incubation/ Marketing.</li> <li>Organizing, management and promotion of events along with networking skills.</li> <li>Proven documentation skills for writing projects for funding, research and marketing communication.</li> <li>Proven skills in incubation/startups/marketing of Agri products. Agri Business Management &amp; Food processing skills is highly desirable.</li> </ul> <p><b>Job Role:</b></p> <ul style="list-style-type: none"> <li>Assisting the team in planning of various workshops/events/webinars for the Incubator and execute the same with the help of core team.</li> <li>Marketing and promotion of Nutrihub activities among the startup communities through various channels.</li> <li>Assisting in development of the mentor network for the Incubator and working with the team to ensure the incubator objectives.</li> <li>Documentation of all incubator and startup related activities and submitting it as and when required.</li> <li>Give regular inputs to the team related to best practices and activities in the incubator and agri startups eco-system.</li> <li>Ensuring proper data management and analysis related to business team activities.</li> <li>Assisting business team in day-to-day activities.</li> <li>Any other works which needs to be taken up on exigency basis.</li> </ul>	

<b>Name of the project</b>	<b>Nutrihub-IIMR</b>
<b>Position</b>	<b>Technical Manager (1 position)</b>
<b>Emoluments (per month)</b>	<b>Rs 30,000 (Consolidated)</b>
<b>Project Till</b>	<b>March 2022 (Likely to be extended)</b>
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Any postgraduate with working experience of 2-4 years in technical writing/ Content development</li> <li><b>Age Limit - 40 years or below</b></li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Candidate with background in Food Technology/ Nutrition/ Agricultural Sciences/ Policy &amp; Value Chain will be preferred.</li> <li>Strong interpersonal skills with multi-tasking abilities.</li> <li>Excellent content writing skills.</li> <li>Demonstrated knowledge and competence in administrative work and strong track record of project management.</li> <li>Absolute and extreme attention to detail with diligence in formatting, grammar, clarity.</li> <li>Ability to manage relationships with all stakeholders.</li> <li>Flexibility towards long work hours, especially when major deadlines and events are approaching.</li> <li>Highly capable in usage of MS Office tools. Knowledge on data analysis skills is an added advantage.</li> </ul> <p><b>Job Role:</b></p> <ul style="list-style-type: none"> <li>Providing administrative and secretarial support facilitating the smooth functioning of the CEO's office.</li> <li>Maintaining an updated calendar and organizing and overseeing the implementation of administrative and logistics works of CEO.</li> <li>Assisting CEO to prepare presentations and speeches.</li> <li>Prepare, review, revise and maintain technical documents.</li> <li>Assist in writing project proposal for funding, monthly newsletter, news reports and articles.</li> <li>Scheduling meetings and events and keeping an updated calendar setting location, time, and appropriate duration, identifying, inviting, and confirming participants, facility arrangements where required.</li> <li>Coordinating with various functional teams in the incubator.</li> <li>Handling the external and internal affairs related to assigned projects of the organization.</li> </ul>	

**Terms & Conditions:**

- The above posts are purely temporary and on contractual basis till March 31, 2022 / expiry of the project.
- The candidates must produce his/ her original certificates along with a set of self-attested photocopies of all certificates and a recent passport size photo, and other documents such as experience certificate etc. (send along with your CV) for verification.
- The selected candidates shall not claim for regular appointment/ absorption in Nutrihub/IIMR/ or in any funding agency at the end of the project.
- The shortlisted candidates shall be called for interviews on a virtual platform.
- Selected candidate/s will be positioned in Nutrihub/ICAR-Indian Institute of Millets Research, Hyderabad-030 for contractual job.
- IIMR/ Nutrihub-TBISC reserves the right to alter/ change/ cancel this advertisement/ recruitment without assigning any reason at any stage of recruitment process.**
- Candidates have to login (in case of virtual interviews) 15 mins before the scheduled time and wait for their turn patiently.
- Candidates must 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.
- Professional tax & TDS may be deducted as per rules wherever applicable.
- Please be watchful if any corrigendum issued on updates/ modifications on the subject. (www.millets.res.in/ad.php)**
- Interested and eligible candidates may send their CV along with qualification and experience certificates scanned copies to [dayakar@millets.res.in](mailto:dayakar@millets.res.in) on or before 23<sup>rd</sup> July, 05:00 pm.**
- CVs received after 23<sup>rd</sup> July 2021, 05:00 PM will not be considered.**

Sd/-  
Director

**PROFORMA**

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

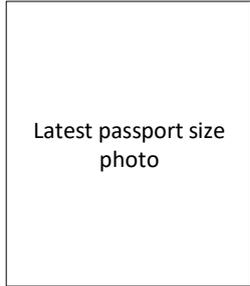
**Project:** \_\_\_\_\_

**1. Name in Block letters:** \_\_\_\_\_

**2. Father's / Husband's name:** \_\_\_\_\_

**3. Date of Birth & age:** \_\_\_\_\_; \_\_\_\_\_ years.

**4. Postal address for correspondence: Present & Permanent.**



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**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