

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

**WALK-IN-INTERVIEW  
Advertisement No. Nielan-TBI/12/2018**

President NIELAN-TBI invites eligible and interested candidates for engagement of the following posts as per the details given below against each post to be filled on contractual basis under the project entitled “Nesting Incubation and Entrepreneurship through Leveraging Agri- innovations in Nutricereals-Technology Business Incubator (NIELAN-TBI)” website address: [www.tbi-iimr.org](http://www.tbi-iimr.org) funded by Department of Science and Technology, Government of India. The appointment is purely on temporary basis, initially for a period of one year and will be extended on yearly basis on satisfaction of his/her work or till the validity of the project.

1. **EXECUTIVE SECRETARY** (one post): with monthly remuneration of Rs.30,000/- with annual raise 10%. Additional remuneration for exceptionally qualified and with proven experience is considered.

**Essential Qualifications and Experience**

The applicant should have a degree. He/she should be proficient in Typewriting. He / She should have 40/60 w.p.m. speed in typing, and shorthand with 5 years of secretarial experience. Candidates with experience in HRD will be preferred. He/ She should be proficient in English and well acquainted with soft skills in MS office. Age Limit: 40 years.

**Job Description**

- The incumbent will receive, direct and a relay telephone messages, fax messages and maintain the general filing system of all correspondence.
- Assist in planning the daily agenda and preparation of meetings, conferences and filing minutes of the meetings.
- Coordinate with the administrative team, maintain an adequate inventory of office suppliers, look into and respond to the correspondences.
- The incumbent should have good communication skills in English to maintain liaison with both external and internal officials.
- Should be able to handle travel and accommodation bookings etc.
- Maintain all electronic and paper records ensuring information is organized and easily accessible.
- Should assist in organization of various events.
- Scrutinizing technical reports / presentations / proposals.
- Supporting all recruitment and purchase related activities.
- Efficiently decentralizing assignment wherever required.

**How to Apply**

The eligible and interested persons may attend the **Walk-in-Interview on 13 December 2018 at 10.00 a.m.** along with their detailed bio-data and self attested copies of their qualification and experience and one passport size photograph. They must produce their originals certificates for verification at the time of interview, failing which the applicant will not be admitted for interview. No TA/DA is admissible for attending the interview.

General conditions for both the posts:

1. Candidates are advised to give specific, relevant, correct and full information. All original certificates/documents in support of information furnished in the resume/bio-data to be produced at the time of interview failing which you may be disqualified for appearing interview.
2. Canvassing in any form or bringing outside influence will disqualify the candidates for being considered for the position.
3. All future correspondence will be sent through email only.
5. Crucial date for fixing eligibility criteria, upper age limit, etc. shall be the last date of submission of application.
6. NIELAN TBI reserves the right to cancel this advertisement/recruitment without assigning any reason at any stage of recruitment process or consider applicant for any lower position.

**Chief Executive Officer**