



**NUTRIHUB (NIELAN)-TECHNOLOGY BUSINESS  
INCUBATOR**  
(SPONSORED BY DST, GOI)  
**ICAR-INDIAN INSTITUTE OF MILLETS RESEARCH (IIMR)**  
Hyderabad, 500030, Telangana

**WALK-IN-INTERVIEW**

RAJENDRANAGAR, HYDERABAD 500 030

**I. Background**

NIELAN (Nesting Incubation and Entrepreneurship through Leveraging Agri-innovations in Nutricereals), the Technology Business Incubator of IIMR (refer our website links: [nutrihub-tbi-iimr.org](http://nutrihub-tbi-iimr.org)/[www.millets.res.in](http://www.millets.res.in)) requires an **Administrative Executive (AE) on contractual basis** to supervise staff, do all administrative work, procurement of equipment, stores operations, office maintenance, maintain the accounts, prepare the balance sheet, utilization certificate etc. The duration of contractual engagement is renewable based on the need of the position and funds availability with the Incubator.

**II. Essential Qualifications:**

**Educational:**

Degree from a recognized university, passed with not less than 60%.

For those candidates with an experience in ICAR institutes/Govt institutes of 20 years or so, 60% marks condition will not be applicable.

**Experience:**

Working experience of 5-10 years specialization in administration, stores and accounts in supervisory position preferably in government sector.

**III. Additional qualifications:**

- i. Experience in leading a team will be an added advantage.
- ii. Knowledge in e-tendering, e-procurement, GEM and GFR is an additional.

**IV. Age:**

The candidate must be within age group of not exceeding 50 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.

**V. Monthly Remuneration:**

The selected candidate will get remuneration of Rs 30,000/- per month with the

annual raise of 10%.

#### **VI. Roles and Responsibilities:**

As the **Administrative Executive**, he/she shall look after all the administrative work, 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. He will also be responsible to organize NIELAN society mandatory meetings, records, minutes etc.

#### **VII. Designation, Reporting & Job Location**

The designation shall be “**Administrative Executive**” 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.

#### **VIII. How to Apply**

Eligible persons may attend the walk-in-interview on **7 March, 2019 at 9:30 A.M.** along with their detailed bio-data, one passport size photograph, one set of self-attested copies of their qualifications and experience, at NIELAN-TBI (Nutrihub), ICAR-Indian Institute of Millets Research, Rajendranagar, Hyderabad. No TA/DA will be given for attending the interview. NIELAN-TBI (Nutrihub), IIMR, reserves right to alter/change/cancel this advertisement/recruitment without assigning any reason at any stage of recruitment process or consider applicant for any lower position.

#### **IX. Other terms and conditions:**

1. Candidates are advised to give specific, relevant, correct and full information. All original certificates/documents in support of information may be furnished in the resume/biodata to be produced at the time of walk in interview failing which you may be disqualified for appearing walking interview.
2. A probation period will apply for the first three months of the employment. During this time the progress and performance is assessed. If the performance is found to be satisfactory, then the contract will be allotted for one year, and it will be extended year-wise later, if necessary.
3. Canvassing in any form or bringing outside influence will disqualify the candidates for being considered for the position.
4. All future correspondence will be sent via email only.

**Chief Executive Officer**