

**ICAR-INDIAN INSTITUTE OF MILLETS RESEARCH
RAJENDRANAGAR, HYDERABAD-500030**

F. No. 4(670)Admn/14/Vol-III

Date: 18.10.2023

Notification for Walk – in – Interview

Eligible and interested candidates are invited for a Walk-In-Interview to be held at the campus of ICAR - Indian Institute of Millets Research (IIMR), Rajendranagar, Hyderabad 500-030 on **31st October, 2023 at 10:00 A.M** for recruitment of **Young Professional-II (Five positions)** as per the details given below:

Important Notes:

Physical Interview : 31st October, 2023 at 10:00 A.M onwards.

Venue : Indian Institute of Millets Research, Rajendranagar, Hyderabad-500030

S. No	Position	Project	Qualification details	Emoluments	Project Till
1.	Young Professional II (YP II-Admin) Number of position: Two	Global Centre of Excellence on Millets (Shree Anna) project	<p>I. <u>Minimum Qualification:</u></p> <p>Post-graduation degree in HR, administration, agri-business management, business management or related qualifications, from a recognized university, passed with not less than 60%. Working experience of 2-3 years specializing in administration, stores, HR, and accounts in a supervisory position, preferably in the government sector.</p> <p>II. <u>Job description:</u></p> <ul style="list-style-type: none"> • He/she shall look after the administrative works, oversee the day-to-day operations of the Project Management Unit (PMU) • Able to organize regular official meetings, prepare presentations for various activities, and conduct interviews. • Should keep track of the fund allocation and report project progress to designated authorities on time. • Preparing annual and quarterly reports, newsletters, event flyers, press releases, and other marketing and advertising materials from time to time. • Excellent oral and written communication skills in English and Hindi, with an ability to communicate effectively with multiple stakeholders 	A fixed salary of Rs.35,000 for YP-II per month.	Till 31 st Mar 2024 and further extended based on the requirement and funding.

			<ul style="list-style-type: none"> • Willingness to travel • Excellent skills in computers, MS Office applications, and the Internet. 		
2.	Young Professional II (YP II- Social Media Management) Number of position: One	Global Centre of Excellence on Millets (Shree Anna) project	I. <u>Essential Qualifications:</u> <ul style="list-style-type: none"> • Post-graduation degree in Mass Media/ Communication/any other relevant degree from a recognized university with at least 1 to 3 years of experience in related areas. • Proven evidence in handling social and mass media II. <u>Job description</u> <ul style="list-style-type: none"> • Able to lead social media and take up branding strategies for millets • Should manage day-to-day activities of social media platforms • Should handle social media channels such as LinkedIn, Facebook, Twitter, Pinterest, Instagram, YouTube and similar platforms • Generate, edit, publish, and share content daily (e.g. text, photos, videos, and news). • Need to communicate with followers, respond to customer queries/reviews in a timely manner and monitor customer reviews. • Able to develop and manage the websites. • Strong copywriting and editing skills suitable for each platform. • Willingness to travel • Excellent oral and written communication skills in English and Hindi • Strong communication and people skills for articulating ideas to colleagues and clients and excellent teamwork, collaboration, and networking skills. 	A fixed salary of Rs.35,000 for YP-II per month.	Till 31 st Mar 2024 and further extended based on the requirement and funding.
3.	Young Professional II (YP II- Finance) Number of position: One	Global Centre of Excellence on Millets (Shree Anna) project	I. <u>Minimum Qualification:</u> <ul style="list-style-type: none"> • MBA (Finance), any PG in Finance, or 4-year bachelor's degree in Finance and Accounting or related degree from a recognized university. II. <u>Job description</u>	A fixed salary of Rs.35,000 for YP-II per month.	Till 31 st Mar 2024 and further extended based on the requirement and funding.

			<ul style="list-style-type: none"> • Verification of bills with reference to rules and regulations and accounting entries as per requirement • Knowledge of Government Grants and Provisions of Companies Act, 2013 • Preparation of Financial Statements i.e., Trial Balance, Income and Expenditure Account, Receipts and Payment Account and Balance at regular intervals • 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 • Preparation and presentation of budgets and reports • Knowledge of GST filing, able to handle PFMS, TDS/ professional tax, etc. • Ensuring the accuracy of financial documents, as well as their compliance with relevant laws and regulations • Willingness to travel • Excellent oral and written communication skills in English and Hindi • Working knowledge in computers, MS Office and Internet. 		
4.	<p>Young Professional II (YP II- Policy and Documentation)</p> <p>Number of position: one</p>	<p>Global Centre of Excellence on Millets (Shree Anna) project</p>	<p><u>I. Minimum Qualification:</u></p> <p>Post-graduation degree in any discipline in Agriculture/ Horticulture/and allied subjects (allied subjects include agri-business management, business management, agricultural marketing, etc.)/ any other relevant qualification from a recognized university with a minimum of 2 years' experience.</p> <p><u>II. Roles & Responsibilities</u></p> <ul style="list-style-type: none"> • Roles & Responsibilities 	<p>A fixed salary of Rs.35,000 for YP-II per month.</p>	<p>Till 31st Mar 2024 and further extended based on the requirement and funding.</p>

			<ul style="list-style-type: none"> • Develop research and policy reports based on primary and secondary research in millet crops. • Conduct literature reviews, collect research data and analyse the research data of social and extension-related schemes and • policies • Proven track record of dealing with multiple stakeholders in social and extension activities and programs. • Excellent skills in documentation and report writing • Strong communication and people skills for articulating ideas to colleagues and clients and excellent teamwork, collaboration, and networking skills. • Excellent oral and written communication skills (in English and Hindi), MS Office skills, with an ability to communicate effectively with multiple stakeholders • Willingness to travel. 		
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Terms and Conditions:

1. The above posts are purely temporary and on a contractual basis till the termination of the project. The selected candidates shall not claim for regular appointment/absorption in ICAR-IIMR or funding agency at the end of the project.
2. The age limit of the above position is up to 35 years as of the date of the interview. The relaxation in the upper age limit is five years for SC/ST/women candidates and three years for OBC candidates as per the rules.
3. All the relevant original testimonials (date of birth, degree certificate, experience certificate, etc., if any) are to be shown and a set of attested copies of all the certificates will be required to be submitted by the candidates for verification, before joining, if selected. ***If any candidate is found to have submitted false information/claims at any stage, their candidature will be summarily rejected or the appointment will be terminated.***
4. No objection and experience certificate are required from the employer; in case he/she is employed.
5. ***All candidates to report for interview physically at 10:00 A.M on 31-10-2023 (Candidates will be interviewed on first come first served basis)***
6. No TA/DA/ any other expenses will be paid for attending the interview.

7. Concealing of the facts or canvassing in any form shall lead to disqualification or termination of the candidate. The decision of the competent authority will be final and binding in all respects.
8. It may be noted by the candidate intending to attend the offline interview if any of his near or distant relatives is an employee of the ICAR - IIMR, have to declare his/her name, designation, nature of duties, relationship in writing (Annexure-II) along with the form application. Moreover, even after joining, if the information is found to be false, her/his candidature is liable to be rejected and/ or termination of the contract. All the other candidates are also required to compulsorily submit the scanned declaration duly signed in the format (Annexure II) along with other documents through e-mail.
9. In case of any disputes, it will be resolved within the jurisdiction of Hyderabad, Telangana court only.
10. In case of any disputes, it will be resolved within the jurisdiction of Hyderabad, Telangana court only.

Application

Application for the post of: _____ (On contractual Basis)

Project name: _____

Latest passport size
photo

1. Name in block letters: _____
2. Parent/Spouse name: _____
3. Date of birth & age: _____; _____ years as on 31.10.2023
4. Postal address for correspondence: Present & Permanent.

5. Mobile no: _____; email: _____

6. Educational Qualifications:

Sl. No	Qualifications	Name of the degree	Year of passing	Board/University, State	Subjects	Marks (% /GPA)
1.	Matriculation					
2.	Intermediate					
3.	Graduation					
4.	Post-Graduation					
5.	Any other					
6.						

7. Prior Experience (if any):

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

8. Additional Information which you would like to mention:

a. Additional Academic/ professional Qualifications:

b. Trainings:

c. Research Publications / reports / special projects:

d. Any other information:

9. Whether belongs to SC/ST/OBC/OC/PH/Ex-servicemen (as per GoI norms) _____

SELF DECLARATION

I _____, Son/Daughter of _____ hereby declare that all the statements made are true, complete, and correct to the best of my knowledge and belief. I also declare that (i) I have never been punished or debarred from the Government (central/state)/ autonomous organizations/ ICAR and (ii) I have not been convicted by a court of law for any offense. In the event of any information being found false/incorrect/ineligible being detected at any time before or after the appointment, action may be taken against me and I shall be bound by the decision of the employer.

Date: ___/___/___

Place: _____

Signature of the Candidate

DECLARATION

I _____, hereby declare that **none of my near or distant relatives is an employee of the ICAR-Indian Institute of Millets Research (IIMR)**. If found otherwise and in the event of non-declaring the same as prescribed in the advertisement, my candidature to the interview and my selection to the post be cancelled.

Date:

Place:

Signature of the Candidate

(OR)

I _____, hereby declare that am willing to attend the online interview for the post of **Young Professional II-Admin/Social Media Management/Finance/Policy and Documentation** at ICAR- IIMR, Hyderabad on **31st October 2023**. The following particulars of my relative(s) working in ICAR is/are furnished as per the requirement of the advertisement for attending the interview:

Name:

Designation:

Relationship:

Date:

Place:

Signature of the Candidate