

**ICAR-INDIAN INSTITUTE OF OILSEEDS RESEARCH
RAJENDRANAGAR, HYDERABAD-500 30**

F.No.20-16/2014/FMS/Misc.

Date: 10.08.2023

WALK-IN-INTERVIEW

Walk-in-interview will be held on **29.08.2023 & 30.08.2023** at ICAR-Indian Institute of Oilseeds Research, Rajendranagar, Hyderabad for the Temporary positions of Young Professional- II (Two) on a consolidated emolument of Rs.35000.00 (fixed) and Young Professional-I (Four) on consolidated emolument the of Rs.25000.00 (fixed) per month respectively. The engagement is initially for a period of one year and also as per the ICAR guidelines from time to time.

Sl.No.	Position	Date of Walk-in-interview	Requirement for the Division/Section
1.	Young Professional-I 05 Nos (Five)	29.08.2023	Administration, TIO Cell, Director Cell, AKMU Cell and Social Science Cell one each
2.	Young Professional-II 02 Nos. (Two)	30.08.2023	Crop Improvement & Audit & Accounts Section one each

Details of qualifications, job requirement are as per Annexure-I

Terms and Conditions:

1. Age Limit: 21- 45 years. The candidate's age should not be less than 21 years as on 29-08.2023 and not more than 45 years as on 29.08.2023 (with relaxation as per Govt. rules) in case of SC/ST/OBC & PH candidates.
2. No Objection Certificate from the present employer must be produced, if already working.
3. The above position is purely temporary and contractual basis.
4. There is no provision of re-employment after termination of the project/Scheme.
5. No. T.A. /DA will be paid to any candidate for attending the interview/written examination
6. Canvassing in any form will lead to cancellation of candidature.
7. The decision of Director, IOR would be final and binding in all aspects.
8. Candidates are required to submit duly filled and signed application form as in annexure -II along with self-attested copies of all the Certificates in support of their claims regarding age, educational qualifications, scheduled castes/schedules tribes/OBC etc.
9. The applicants must bring the them original documents for verification along with one sets of complete bio-data with self attested photograph and self attested enclosures such as mark sheets, proof of the date of birth, certificates for qualification, experience, and caste certificate for submission in office at the time of interview. The original certificates shall be produced for verification before the interview.
10. The services of selected candidates can be dispensed without any notice if his/her service are no more required or his/her contribution is considered not up to the mark.
11. The tenure of the selected candidate may be extended from time to time in accordance of the guidelines of the Council/ICAR.

12. Candidates may register their candidature from 9.30 a.m. to 10.30 am only on the date of walk-in-interview.
13. Engagement of the Young professional (YP) shall be subject to the laws of Secrecy of the country and will sign a declaration of secrecy and Non-Disclosure Agreement before reporting.

ADMN.OFFICER

Circulation to:

- 1.The Directors/Project Directors of all Research Institutes under ICAR of Hyderabad.
- 2.Notice Board IICR.

FORMAT OF APPLICATION
ICAR-INDIAN INSTITUTE OF OILSEEDS RESEARCH
RAJENDRANAGAR, HYDERABAD-5000 30

**Affix
Photograph**

APPLICATION FOR THE POST OF : YOUNG PROFESSIONAL- I (Section_____)

1.	Name in full (In Block letters)				
2.	Father's/Husband's Name				
3.	Nationality				
4.	Date of Birth				
5.	Age(as on closing date for submission of application)				
6.	Sex (Male/Female)				
7.	Present Address				
8.	Corresponding postal address with Mobile Number				
9.	Whether belongs to SC/ST/OBC/PH/Ex-Serviceman (If yes, state name of Caste & enclosed attested copy of the caste certificate from a Gazetted Officer)				
10.	Educational Qualifications				
Sl.No.	Name of the Examination	University/Board	Year of passing	Grade/Division & % of marks in aggregate	Subjects

11. Details of Experience, if any (Particulars of all previous and present employment)

Sl.No.	Organization	Post held	Period		Scale of pay/Consolidated pay	Nature of duties performed
			From	To		

::2::

12. Any other relevant information:

I hereby declare that all the particulars furnished above are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after interview/selection, my candidature is liable rejected. I shall be bound by the decision of the Director, ICAR-IIOR, Hyderabad.

Signature of the Candidate

Date:

FORMAT OF APPLICATION
ICAR-INDIAN INSTITUTE OF OILSEEDS RESEARCH
RAJENDRANAGAR, HYDERABAD-5000 30

**Affix
Photograph**

APPLICATION FOR THE POST OF : YOUNG PROFESSIONAL- II (Section _____)

1.	Name in full (In Block letters)					
2.	Father's/Husband's Name					
3.	Nationality					
4.	Date of Birth					
5.	Age(as on closing date for submission of application)					
6.	Sex (Male/Female)					
7.	Present Address					
8.	Corresponding postal address with Mobile Number					
9.	Whether belongs to SC/ST/OBC/PH/Ex-Serviceman (If yes, state name of Caste & enclosed attested copy of the caste certificate from a Gazetted Officer)					
10.	Educational Qualifications					
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11. Details of Experience, if any (Particulars of all previous and present employment)

Sl.No.	Organization	Post held	Period		Scale of pay/Consolidated pay	Nature of duties performed
			From	To		

(PTO)

::2::

12. Any other relevant information:

I hereby declare that all the particulars furnished above are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after interview/selection, my candidature is liable rejected. I shall be bound by the decision of the Director, ICAR-IIOR, Hyderabad.

Signature of the Candidate

Date:

Young Professional-II (Crop Improvement)**Essential Qualifications:****YP-II (Biotechnology): POSITION-I**

Master's graduate in M.Sc/M.Tech in Biotechnology (preferably plant/microbial biotechnology) and preferably with at least one experience in research laboratory in any capacity.

Desirable

In addition, CSIR/UGC Net (or GATE) qualification is desired.

Emoluments: Rs.35,000 (fixed) per month.

YP-II (F&A): Vacancy- 1 (At A & A Wing)**Essential Qualifications:**

B.Com/BBA/BBS (with minimum 60% marks) from a recognized University College and CA(Inter)/ICMAI (inter)/CS(inter) (with minimum one year of experience in relevant field)

OR

B.Com/BBA/BBS (with minimum 60% marks) from a recognized University College and MBA (Finance) or equivalent (with minimum 60% marks) from a recognized Institution (with minimum one year of experience in relevant field).

Knowledge of IT applications, virtual meeting platforms and computer skills (MS word, Excel, Power Point, Tally etc.) will be added advantage

Desirable Experience:

One year experience in Audit and Accounts.

Job Description:

Preparation of Receipts and Payments Account, BE & RE, BRS, Maintenance of Cash Book, Ledgers, GPF Account, Expenditure statement, deposit registers and any other related works pertaining to the Finance Division and also as assigned by the Head of Finance Division.

Emoluments: Rs.35,000 (fixed) per month.

YP-I (IT): VACANCY-1 (At Administration)**Essential Qualifications:**

Graduates with at least 60% marks in Computer Application/Information Technology/Computer Science/Artificial Intelligence/Operating Systems/Software Engineering/Computer Graphics with One-year experience in the relevant field.

Desirable Experience:

Ability to understand and operate office automation packages like payroll, bill processing, Purchases, Finance and Accounts, knowledge in handling databases preferably SQL and operating user interfaces, working knowledge on Oracle and Java platforms and good communication skills to coordinate with the staff and software vendors Knowledge and experience on MIS/FMS system, PFMS, E-office, Uploading of information in CPP Portal and GEM (e-marketing)-

Job Description: (Administration)

- a) Assisting the Institute MIS-FMS Nodal Officer in assigning the role of Institute employees in the system as and when existing/new responsibility changes assigned.
- B) Providing User ID and Password to employees and managing the same and coordinating with IBM support team.
- C) Assisting Office staff in doing transaction in the system for bills processing
- D) Providing hands on/short training session or regular basis to the employees on FMS/MIS, PFMS, E-Office, CPP Portal and GEM (E-marketing) and other computer based programmes applicable to the day to day official work.

Emoluments: Rs.25,000 (fixed) per month.

YP-I (IT): VACANCY-1 (At Technical Information Cell)**Essential Qualifications:**

Graduate in Agriculture/Horticulture/Biotechnology/Botany/Zoology.

Desirable Experience:

Experience with computer operations with good communication skills.

Job Description: (TID Cell)

Preparation of AICRP Centre staff salaries, allocation of contingencies, updating of AICRP staff, correspondence with AICRP Centres, report preparations, file management, data compilation etc.

Emoluments: Rs.25,000 (fixed) per month.

Young Professional -I (Director Cell)**Essential Qualifications:**

Graduates/Diploma holders with at least 60% marks in Agril. Sciences/Engineering/Technology/Computer Application/Information Technology/Computer Science/Artificial Intelligence/Operating System/Software Engineering/ Computer Graphics & General Science.

Desirable Experience:

Experience in Computer operations with good communication skills

Job Description: Administrative & Technical work of Director, PS to Director, Preparation of periodical reports and related correspondence etc.

Emoluments: Rs.25,000 (fixed) per month.

Young Professional-I (Social Science)

Essential Qualifications:

Graduate in Agricultural Sciences/Engineering/Computer Application/Artificial Intelligence/ Sciences
Proficiency in Photography/Computer Application/ Artificial Intelligence/ Sciences.

Desirable Experience:

Working Experience in photography
Extension Activities
Photo/Video Editing

Job Description:

Attending to Extension Activities
Photo/Video coverage and editing
Designing of Cover pages, PowerPoint presentations
Data Entry, Preparing reports, documentation and cataloguing

Emoluments: Rs.25,000 (fixed) per month.

Young Professional-I (IT) (AKMU Cell)

Essential Qualifications:

Graduates with at least 60% marks in Computer Application/Information Technology/Computer Science.

Desirable Experience:

Ability to identify and resolve LAN/Internet issues in coordination with ISP.
Experience in the field of networking/organizing web based meetings.
Knowledge in updating CMS based websites.

Job Description:

Resolve the issues related to LAN/Internet connectivity.
Trouble shooting the issues related to printers, computers and UPS.
Trouble shooting the issues related to Operating systems, antivirus and MS-Office.
Assist the staff of IIDR on regular basis in working with the applications like MIS-FMS, E-Office, ICAR mail and other computer based programmes applicable to the day to day official work

Emoluments: Rs.25,000 (fixed) per month.