**ICAR-INDIAN INSTITUTE OF OILSEEDS RESEARCH**

**RAJENDRANAGAR, HYDERABAD-500 30**

F.No.20-16/2014/FMS/Misc. Date: 09.07.2021

**WALK-IN-INTERVIEW**

Walk-in-interview will be held on 26.07.2021at ICAR-Indian Institute of Oilseeds Research, Rajendranagar, Hyderabad for the Temporary posts of Young Professional- II on a consolidated pay of Rs.35000.00 (fixed) per month respectively initially for a period of one year.

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| Essential Qualifications:  YP-II (IT): (POSITION-I)  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.  OR  Masters in Computer Application/Information Technology/Computer Science/Artificial Intelligence/Operating Systems/Software Engineering/Computer Graphics.  Desirable Experience:  Experience in Maintenance of LAN system Computers, Linux servers etc.  Experience in Maintenance of Internet connectivity, Firewall etc  Maintenance and updation of websites and mobile applications  Experience in handling online meetings  Designing dynamic databases and reporting tools.  Job Description:  a) Maintenance of LAN system, firewalls, internet Connectivity, Firewalls and Computers of the Institute.  b) Maintenance of Audio-visual operating systems and video conferences etc..  c) Maintenance of website and mobile applications  d) Maintenance and updation of different databases  e) Coordinating online meetings using various platforms |
| Emoluments: Rs.35,000 (fixed) per month. |
| Essential Qualifications:  YP-II (IT): POSITION-II  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.  OR  Masters in Computer Application/Information Technology/Computer Science/Artificial Intelligence/Operating Systems/Software Engineering/Computer Graphics.  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:  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 completer based programmes applicable to the day to day official work. |
| **Emoluments: Rs.35,000 (fixed) per month.** |

**Terms and Conditions:**

1. Age Limit: 21- 45 years. The candidate’s age should not be less than 21 years as on 01-07-2021 and not more than 45 years as on 1-7-2021 (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, IIOR would be final and binding in all aspects.

8. The Candidates must bring their latest passport size photograph, original certificates starting from SSC/Matriculation to the highest Degree and also self-attested copies of educational qualifications, age caste, experience, and publications etc. at the time of Walk-in-interview for verification. No candidate will be allowed for interview/written examination without original certificates.

9. The tenure of the selected candidate may be extended from time to time in accordance of the guidelines of the Council/ICAR.

10. Candidates may register their candidature from 9.30 a.m. to 10.30 am only on **26.07.2021**

11. Every Candidate has to wear face mask and use gloves compulsory & not to touch the walls, surrounding furniture items/railing etc. of the office while attending the Walk-in Interview/written examination.

12. All candidates are hereby advised to install Aarogya Setu app on their mobile phones having compatible mobile phones while attending the Interview. Aarogya Setu enables early identification of potential risk of infection and thus acts as shield for individuals and the community. With a view to ensuring safety in offices and work places.

13. Every candidate must verify their status on Aarogya setu app on the date of interview before coming to this Institute and ensure that he /she has not come in proximity of any infected person who is tested positive.

14. 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 (as Annexure-I).

**SR.ADMN.OFFICER**

**For Director**

**Circulation to:**

#### The Directors/Project Directors of all Research Institutes under ICAR of Hyderabad.

1. Notice Board IIOR.

ANNEXURE-I

I Sh./Ms/Mrs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o, D/o Shri\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will comply with the Official Secrets Act, 1923, as amended from time to time and will not disclose any information/data acquired by me during my engagement to any unauthorised person(s). I will not, except with the prior sanction/approval of competent authority in the ICAR, or in the bona fide discharge of my duties, publish a book or a compilation of articles or participate in media broadcast or contribute an article or write a letter to any newspaper(s) or periodicals(s) eight in my own name or anonymously or pseudonymously in the name of any other person if such book, article, broadcast or letter relates to subject matter pertaining to official business of ICAR.

Signature:

Name:

Address:

Mobile

Email:

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**RAJENDRANAGAR, HYDERABAD-500 30**

F.No.20-16/2014/FMS/Misc. Date: 08.07.2021

**WALK-IN-INTERVIEW**

Walk-in-interview will be held on **26.07.2021 at 11.30 AM** at ICAR-Indian Institute of Oilseeds Research, Rajendranagar, Hyderabad-30 for the (purely) Temporary post of Young Professional-II (Two positions) on consolidated pay of **Rs.35000.00 (fixed) per month**.

For more details please visit IIOR Website ***www.icar-iior.org.in***

**SR.ADMN.OFFICER**

**FOR DIRECTOR**