



ICAR- INDIAN INSTITUTE OF RICE RESEARCH
(Formerly Directorate of Rice Research)
Rajendranagar, Hyderabad – 30: Telangana
Phone No's: 040-24591254 FAX: 040-24591217



F. No. 2-35/CSIR-FTT(Vol.III)/Admin/2022/54

Date: 26-05-2023

NOTIFICATION

Applications are invited for selection to the post of Administrative Assistant under **CSIR sponsored project entitled "Towards product development in rice using mutants that have traits of agronomic importance: Phase-II (WP-II; MLP0121)** on or before **12-06-2023** in the prescribed format.

S.No	Name of the Position	No. of posts	Monthly emoluments	Age	Qualifications
1	Administrative Assistant	01	18,000/- per month + HRA	50 years	Essential: Graduate degree in any discipline Desirable: One year experience in FMS, PFMS, and GEM Portal will be preferred.

Eligible candidates may send their applications in the prescribed pro-forma to the e-mail address rms.rec2020@gmail.com latest by **12-06-2023** along with the Application form (enclosed in word format), self-attested scanned copies of original certificates of educational qualifications, experience certificates, additional qualifications (if any) to be uploaded as a **Single PDF File** in the same order as mentioned here.

After screening of the applications, the short listed candidates will be informed about the details of Virtual Interview (Date and Time) by mail.

Original documents will be verified at the time of appointment. If any candidate is found to have submitted false claims at later stage, their candidature will be summarily rejected.

Terms & Conditions

1. The above post is purely temporary initially for one year it may be extendable based on the performance and fund availability.
2. If we receive large number of applications, the applications will be shortlisted for interview based on additional qualifications and experience.
3. Original documents will be verified at the time of interview.
4. The interview of eligible, short listed candidates will be held virtually on the prescribed date and time which will be communicated by mail.
5. The candidates will have to send a soft copy of filled in application form duly signed as per the format annexed, along with the self-attested scanned copies of the original documents of the qualifications and a recent photograph pasted onto the scan application as a **Single PDF File**.

6. The selected candidate will be required to produce all the original documents and medical certificate at the time of joining.
7. Only the shortlisted candidates would be interviewed.
8. Concealing of facts or canvassing in any form shall lead to disqualification or termination of such candidates.
9. Mobile Number and E-mail ID must be entered in the prescribed application form; therefore, the applicant must have a valid operative email and mobile number.
10. No Objection Certificate from the present employer is must, if the candidate is already working.
11. The decision of PI would be final and binding in all aspects.

Age limit: 50 years for Administrative Assistant

Sd/-
PI of the Project