



भाकृअनुप – भारतीय चावल अनुसंधान संस्थान  
ICAR – INDIAN INSTITUTE OF RICE RESEARCH  
राजेन्द्रनगर, हैदराबाद तेलंगाना / Rajendranagar, Hyderabad-500030  
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F.No.2-109/Estt/IIRRI/2024 (e.no.338793)

Date: 24.10.2024

**NOTIFICATION**

Walk – in Interview for selection for various positions under “ICAR-IIRRI Collaborative...” project will be held on 28<sup>th</sup> October, 2024 at 02.00 PM.

Name of Position	No. of posts	Monthly emoluments	Age	Qualifications
Project Assistant	01	Consolidated pay of Rs. 40,000/- per month	Must be between 21 years to 45 years (age relaxation up to 5 years for SC/ ST, 3 years for OBC & 10 years for PH candidates available as per rules).	<b>Essential qualifications:</b> <ul style="list-style-type: none"><li>• Graduate Degree from any recognized University in the country.</li><li>• Minimum 5 yrs experience in assisting in project coordination, project management &amp; agricultural field &amp; research related activities.</li><li>• Experience in computers, Desktop processing, fast typing, conducting field &amp; lab experiments, file movements,</li><li>• Knowledge of ICAR ERP, PFMS, SPARROW, e-HRMS, GeM, Rice research related experience of 5 years.</li></ul>
Senior Office Assistant	01	Consolidated pay of Rs. 40,000/- per month	Must be between 21 years to 45 years (age relaxation up to 5 years for SC/ ST, 3 years for OBC & 10 years for PH candidates available as per rules).	<b>Essential qualifications:</b> <ul style="list-style-type: none"><li>• Any Graduate from a recognized University preferably B.Com with Diploma/PGD in Computers/Management etc.</li><li>• Proficiency in English &amp; having knowledge in PFMS/ERP etc; with min. of 5 years experience in Audit &amp; Accounts section of a Govt. Organisation / PSU/Autonomous body etc.</li></ul>
Office Assistant	01	Consolidated pay of Rs. 30,000/- per month	Must be between 21 years to 50 years	<b>Essential qualifications:</b> <ul style="list-style-type: none"><li>• Any Graduate from a recognized University preferably B.Com with working knowledge in Computers</li><li>• Proficiency in English &amp; knowledge in computers &amp; PFMS/ERP etc; with min. of 2 years experience in Accounts section of an organization.</li></ul>

- Cont 2/-

Eligible candidates may attend the walk-in interview and have to bring the Application form, self-attested copies along with the original certificates of educational qualifications, experience certificates, additional qualifications (if any).

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. Original documents will be verified at the time of interview.
3. Walk – in – interview of eligible, shortlisted candidates will be held.
4. The candidates will have to bring copy of filled-in application form duly signed as per the format annexed, along with the self-attested copies & original copies of documents of the qualifications and a recent photograph pasted onto the application.
5. The selected candidate will be required to produce all the original documents and medical certificate at the time of joining.
6. Only the shortlisted candidates would be interviewed.
7. Concealing of facts or canvassing in any form shall lead to disqualification or termination of such candidates.
8. 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.
9. No Objection Certificate from the present employer is must, if the candidate is already working.
10. The decision of the Competent authority would be final and binding in all aspects.

  
(Shitanshu Kumar)  
**Chief Administrative Officer**  
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**Chief Administrative Officer**  
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