



F.No.2-109/Estt/IIRRI/2024 (e.no.338793)

Date: 23.05.2025

NOTIFICATION

Walk – in Interview for selection for various positions under “ICAR-IIRRI Collaborative workplan...” project will be held on **28th May, 2025 at 12.00 Afternoon.**

Name of Position	No. of posts	Monthly emolument	Age	Qualifications
Senior Office Assistant	01 (Admin/Estt. section)	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).	Essential Qualification: Any graduate from a recognized university preferably B.Com. Desirable Qualifications: <ul style="list-style-type: none"> • Possesses Computer knowledge & Proficiency in Computer applications with typing speed of atleast 30 wpm. • Possesses min. 5 years of working experience in Administration / Establishment section of a Govt./PSU/Autonomous organization inclusive of maintenance of Service Books, personal records, Aadhaar/ Facial recognition / attendance records of employees, etc. • Knowledge in recruitment, pension, periodical increments, relieving, procedures etc. • Knowledge in DSC / PFMS / ICAR Payments / ICAR Billing, etc.
	01 (Audit & Accounts section)	Consolidated pay of Rs. 40,000/- per month	-do-	Essential qualifications: <ul style="list-style-type: none"> • Any Graduate from a recognized University, preferably B.Sc. Desirable Qualifications: <ul style="list-style-type: none"> • Possesses Computer Knowledge & EFC, DSC, PFMS, TDS on GST, Vendor payments, medical reimbursement, professional tax etc. • Possessing min. 3 years of working experience in Audit & accounts section of a Govt./PSU/autonomous organization. • Practical knowledge in DSC/ Payments/ Billing etc.

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

मुख्य प्रशासनिक अधिकारी
Chief Administrative Officer
भाकृअनुप-भारतीय चावल अनुसंधान संस्थान
ICAR Indian Institute of Rice Research
राजेन्द्रनगर, हैदराबाद-500 030. (तेलंगाना)
Rajendranagar, Hyderabad-500 030. (Telangana)