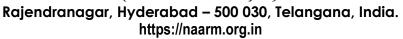


# भा. कु. अनु. प. - राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी

राजेन्द्रनगर, हैदराबाद-५०००३०, तेलंगाणा, भारत

## ICAR - National Academy of Agricultural Research Management

(ISO 9001:2015 Certified)





Phone No. 040-24581390 Fax No. 24015912

F.No.2-622/2019(Vol.I) AI

Dated 20-06.2023

### WALK-IN-INTERVIEW

Walk-In-Interview will be held on 20-07-2023 at this Academy at 09.30 A.M. for engagement of Office Assistant - one (01 position) on contract basis (purely temporary) to work under Project on National Agricultural Higher Education Project (NAHEP) : project "Investments in Indian Council of Agricultural Research Leadership in Agricultural Higher Education". The eligibility criteria and other terms and conditions for the position are as under.

#### Office Assistant:

Name of the Post	Office Assistant				
Number of Positions	One (01)				
Emoluments	Rs.12,000/- (fixed) per month				
Duration	Upto 31 <sup>st</sup> March, 2024 or till termination of the project. Duration of engagement can be curtailed / extended as per need and subject to performance of the candidate				
Age Limit	27 years as on date of walk-in-Interview (Relaxable for SC / ST/ OBC/ Divyang / PH / Ex-Servicemen/etc as per Govt. of India rules)				
Essential Qualification	Any Bachelor's Degree				
Desirable Qualifications	Past Experience in similar jobs				
Job description / Desirable	To assist in project related activities including communications, preparation of bills, documents etc.,				
Mode of Engagement Purely on Contract (Temporary) basis co-terminus with the Project					

#### Other Terms & Conditions for all the positions:

- 1. All eligible candidates are advised to be present at least one hour before scheduled time on the date of Interview for completing the certificates verification formality. No entry / registration will be entertained after 10.00 A.M.
- 2. The positions are purely temporary and will be filled on contractual basis till the termination of the scheme or as per the need, whichever is earlier. Duration of engagement can be curtailed/extended as per need and subject to performance of the candidate.
- Already employed candidate should provide NOC from their present employer, failing which, they will not be allowed 3. to attend Walk-in-interview.
- 4. The candidate should bring hard copy of duly filled in application form, a latest passport-size Photograph and Original documents along with experience certificate(s) if any, at the time of interview.
- Non-production of any of original certificates for verification at the time of Interview is liable to rejection of 5. candidature. Any candidate who has deposited original certificates with the College / University / Employer should produce Custodian Certificate.
- The appointment of selected candidate will be subject to the condition that he/she is declared medically fit for service by the 6. prescribed Medical Authority.
- 7. No **TA/DA** will be paid to the candidates for attending the interview.
- If the turnover for walk-in-interview is more, the Academy may consider to extend the date of interview for the next day and also to have a written screening test.
- Candidates are required to make the food arrangements on their own.
- The Candidates must follow the COVID-19 guidelines prescribed / issued by MHA / MH&FW, Govt.of India and local authorities at the time of walk-in-interview:

Wearing of mask

Physical distancing

Use of sanitizer and frequent hand washing with soap and water

- P.I. of the Project reserves the right to increase / decrease the number of vacancies as per requirement.
- The decision of the Principal Investigator of the project will be final and binding in all aspects.

#### **Other Terms & Conditions:**

- a) The engagement will not constitute a regular job or appointment of any nature in the ICAR-NAARM.
- b) Concealing of facts and canvassing in any form shall lead to disqualification or termination of candidature.
- c) Candidate should be willing to complete the allotted work in time. Work may be allotted based on the requirement of the Unit.
- d) The working hours will be same as regular employees of ICAR. No extra benefits will be allowed for working beyond office hours.
- e) The Staff of the project shall have to comply with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.

	ICAD National Academy of	Agricultural Research Management				
		t Passport				
Ann	lication for the post of :			size p	hotograph	
App	incation for the post of .					
Date	e of Walk-in-Interview :					
1.	Full Name in Block Letters	1				
1.	Full Name in block Letters					
2.	Father / Husband Name					
3.	Sex	Male / Female				
4.	Date of Birth and Age	D.O.B.: Age :	у	/ears		
	as on date of walk-in-Interview (attach self-attested photo copy)					
5.	Category (Gen/SC/ST/OBC/PH)					
	(attach self-attested photo copy) – the caste certificate must be in the prescribed format issued					
6.	by Govt.of India.  Address for Communication with PIN					
0.	Code					
	Contact No.	Mobile No:				
	E-mail	MODILE INC.				
7.	Educational Qualifications (from Highest degree onwards)					
		t degree & Proof of date of birth (10th Class, etc.,)				
	Qualifications	Board / Univ.		Division % of Mark		
	(a)					
	(b)		+			
	(6)					
	(c)					
	(d)					
	` '					
8.	Experience if any (attach a self-attested photocopy)	Name of the Organization	Des	signation	Duration	
	(diadon d con diacolog photocopy)					
9.	Other Information, if any					
	<u>l</u>	UNDER TAKING				
I do hereby declare and certify that the information furnished in the application are correct and true 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						
		after the test / selection, my candidature is liab				
notice. I shall be bound by the decision of P.I. of the Project, ICAR-NAARM, Hyderabad.						
Plac	ee:					
Date : Signature of the Candidate						

Name \_\_\_\_\_