



ICAR- DIRECTORATE OF POULTRY RESEARCH

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(ISO 9001:2015 Certified)

(Recipient of Sardar Patel Best Institute Award 2013)



F.No.1-140/2022-Estt./YP-II (FMS-MIS)/

Dated: 13-10-2023

WALK -IN- INTERVIEW

Walk – in – Interview will be held on **31st October, 2023 at 11:00 a.m.** at this Directorate for the following temporary and contractual engagement of two (02) Young Professionals-I at this Directorate for a period of one year. However, it may likely to be extended at the discretion of the Director of this Institute.

(i) Young Professional-I (Establishment)	01 (one) Position	<p>Essential Qualifications: 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.</p> <p>Desirable Experience: Ability to understand and operate office automation packages like E-office, eHRMS, SPARROW, payroll, bill processing and good communication skills to coordinate with the staff and software vendors Knowledge and experience on MIS/FMS system, PFMS, GeM, e-Procurement etc.</p> <p>Job Description: (Administration)</p> <p>A) Assisting the Institute in the works of Nodal Officer for SPARROW, eHRMS, e-office, any other online work etc.</p> <p>B) 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. C) Providing User ID and Password to employees and managing the same and coordinating with ICAR-IASRI/Hqrs support team and dealing with any other issues etc. D) Providing hands on/short training session or regular basis to the employees on eHRMS, SPARROW, E-Office, CPP Portal and GEM (E-marketing) and other computer based programmes applicable to the day to day official work etc.</p>
(ii) Young Professional-I (Audit &Accounts)	01(one) Position	<p>Essential Qualification: B.Com/BBA/BBS (with minimum 60% marks) from a recognized university/college.</p> <p>Desirable: Good in English with verbal and written communication skills. Working knowledge in Computer, MS Office and Internet, Knowledge in GST filing, able to handle PFMS, ICAR ERP-FMS; ICAR e-office; TDS/ professional tax filing etc.</p> <p>Job Roles:</p> <ul style="list-style-type: none">• Verification of Bills with reference to rules and regulations of ICAR & GOI• Knowledge of TDS provisions and implementing the same while processing the bills and issuing the Form-16 and Form-16A to the employees and suppliers respectively.• Knowledge of GST provisions. GST Payments and Filing

		<p>of GST Returns before due dates.</p> <ul style="list-style-type: none"> • Knowledge of Government Grants and • Preparation of Financial Statements i.e., Trial Balance, Income and Expenditure Account, Receipts and Payment Account and Balance at regular intervals • Knowledge in General Financial Rules, 2017 (GFR), Central Public Procurement Portal (CPP), Bharat Kosh, Public Financial Management System (PFMS); ERP-FMS; e-office and Government e- Market (GeM) will be an added advantage • Preparation and presentation of Budgets and reports. • Ensuring the accuracy of financial documents, as well as their compliance with relevant laws and regulations <p>Job description:</p> <ul style="list-style-type: none"> • Should Support the day-to-day execution of general accounting, support to clients. Performs accounting functions specifically in the areas of account balancing, ledger reconciliation, reporting and discrepancy resolution.
Emoluments:	Pay	Rs.25,000 (fixed) per month.
Duration of the Project		Initially for a period of one year. However, it may likely to be extended at the discretion of the Competent Authority of this Institute.

Terms and Conditions:

1. Age Limit: 21- 45 years. Relaxation of age admissible for SC/ST & OBC and other category candidates as per Govt. of India/ICAR norms.
2. No. Objection Certificate from the present employer is a must if already working.
3. The above position is purely temporary and contractual basis. The number of Young Professional-II may be reduced or increased at the discretion of the competent authority.
4. There is no provision of re-employment after termination of the project.
5. No. T.A./DA will be paid to any candidate for attending the interview.
6. Canvassing in any form will lead to cancellation of candidature.
7. The decision of Director, DPR would be final and binding in all aspects.
8. The Candidates should bring bio-data, original certificates, one set of self-attested Photocopies of Certificates, Experience certificates if any, NOC from employer, if employed, and a latest passport size Photograph at the time of interview.
9. Candidates may register their candidature from 09:30 a.m. to 10:30 a.m. only on **31st October, 2023.**


 (T R VIJAYALAKSHMI)
 ASST. ADMN. OFFICER 13/10/23

Circulation to:

- Notice Board (Office/Farm/Hatchery)/Guard file.
- I/C ARIS CELL, with a request to post the advertisement on the Institute's Website.