



भा. कृ. अनु. प. - राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी

राजेन्द्रनगर, हैदराबाद-५०००३०, तेलंगाणा, भारत

ICAR - National Academy of Agricultural Research Management

(ISO 9001:2015 Certified)

Rajendranagar, Hyderabad – 500 030, Telangana, India.

<https://naarm.org.in>



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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 st 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:

- 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.**
- 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 to attend Walk-in-interview.**
- 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 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 prescribed Medical Authority.
- No **TADA** 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.
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ICAR-National Academy of Agricultural Research Management Rajendranagar, Hyderabad – 500 030 (Notification / Advertisement No.2-622/2019/A.I., dated 20/06/2023)	Latest Passport size photograph
Application for the post of : _____	
Date of Walk-in-Interview : _____	

1.	Full Name in Block Letters			
2.	Father / Husband Name			
3.	Sex	Male / Female		
4.	Date of Birth and Age as on date of walk-in-Interview (attach self-attested photo copy)	D.O.B.:	Age : _____ years	
5.	Category (Gen/SC/ST/OBC/PH) (attach self-attested photo copy) – the caste certificate must be in the prescribed format issued by Govt.of India.			
6.	Address for Communication with PIN Code			
	Contact No.	Mobile No :		
	E-mail			
7.	Educational Qualifications (from Highest degree onwards) Attach self-attested photo copy of Highest degree & Proof of date of birth (10 th Class, etc.)			
	Qualifications	Board / Univ.	Division	% of Marks
	(a)			
	(b)			
	(c)			
	(d)			
8.	Experience if any (attach a self-attested photocopy)	Name of the Organization	Designation	Duration
9.	Other Information, if any			

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 ineligibility being detected at any time before or after the test / selection, my candidature is liable to be rejected/ cancelled without notice. I shall be bound by the decision of P.I. of the Project, ICAR-NAARM, Hyderabad.

Place: _____

Date : _____

Signature of the Candidate _____

Name _____