

### **DETAILED NOTIFICATION**

Applications are invited for the following posts purely on contractual basis in Nutrihub, ICAR – Indian Institute of Millets Research, Rajendranagar, Hyderabad through virtual interview.

The eligible candidates are requested to send their duly filled in bio-data in the enclosed application format ‘Annexure –I’ and ‘Annexure – II’ along with scanned copies as a single file (pdf) of the relevant documents (date of birth, education certificates, experience certificates, trainings attended, publications etc.) by e-mail to [hr@nutrihubiimr.com](mailto:hr@nutrihubiimr.com) on or before **22<sup>nd</sup> January, 2026.** Short-listed candidates will be provided Zoom link before the date of virtual interview via email.

**Important Notes:**

Submission of **online application** (Last Date): Till 5 PM of **22<sup>nd</sup> January, 2026.**

**Online Interview:** **29<sup>th</sup> January, 2026 from 10.00 A.M onwards.** In case of postponement of interview date, the shortlisted candidates will be intimated accordingly.

**What is necessary:** Mobile phone or computer having internet facility with Zoom app to attend the interview (only for short-listed candidates based on online application).

<b>1.</b>	<b>Position Name</b>	Senior Project Manager
	<b>No of Positions</b>	One
	<b>Project</b>	Establishment of PMU under Uttarakhand State Millet Policy
	<b>Emoluments</b>	₹ 1,00,000/- (per month) (Consolidated)
	<b>Duration of the appointment</b>	Initially for a period of one year, further extendable based on the performance during the project period and budget availability

**Essential Qualifications**

- Master's degree in **Mechanical/Electrical Engineering/Food Technology/Agribusiness/Marketing**, or relevant allied fields.
- 1 - 2 yrs of prior experience in one or more of the following:
  - Setting up and retrofitting food processing machinery (for engineering roles)
  - FMCG sector marketing and brand management,
  - Product development in food industry,
  - Agri-business project implementation.
- Proven record in managing large-scale food/agri enterprise infrastructure or product lines.
- Strong coordination and documentation skills in English and Hindi.

**Desirable Qualifications**

- Ph.D in Agri/Allied Sectors Industry certifications (e.g., **PMP, Six Sigma, Marketing Strategy, Lean Manufacturing**) will be preferred.
- Preferably 3-4 years of progressive experience in millet/dryland value chains or working with Food Parks/CFCs.
- Familiarity with regulatory standards (FSSAI, APEDA), and government schemes (PMFME, RKVY).
- Willingness to travel frequently for machinery deployment, training, or marketing activations.

2.	<b>Position Name</b>	IT & Communications Manager
	<b>No of Positions</b>	Two
	<b>Project</b>	Establishment of PMU under Uttarakhand State Millet Policy
	<b>Emoluments</b>	₹ 50,000/- (per month) (Consolidated)
	<b>Duration of the appointment</b>	Initially for a period of one year, further extendable based on the performance during the project period and budget availability

#### **Essential Qualifications:**

- Bachelor's or master's degree in information technology, Computer Science, Mass Communication, Digital Media, or related disciplines.
- Knowledge in:
  - Website development and maintenance,
  - Managing digital tools for communication, data dashboards, or cloud-based collaboration platforms,
  - Creating visual and written content for social media, outreach, and internal communication.
- Proficiency in designing digital assets, running webinars/live sessions, and handling online databases.
- Excellent command over English and Hindi; ability to communicate technical content to non-technical users.

#### **Desirable Qualifications:**

- Prior experience in managing IT infrastructure or communications for government/CSR/NPO/agribusiness projects.
- Preferably, 1-2 years of progressive experience in website development/digital tools for communication/creating visual & written contents for social media.
- Proven knowledge and expertise in Artificial Intelligence applications, data analytics, and digital communication systems for business and operational efficiency.
- Knowledge of tools such as Canva, Adobe Suite, Tableau, WordPress, Mail chimp, Google Workspace, etc.
- Understanding of branding, millet value chains, and the communication needs of rural outreach programs.
- Familiarity with government platforms like PFMS, GeM, and digital filing/reporting systems.
- Willingness to travel to field locations for documentation, training support, and IT troubleshooting.

#### **Roles & Responsibilities:**

- Develop and maintain PMU's official website, dashboards, and internal communication platforms.
- Create and disseminate digital newsletters, audio-visual content, promotional materials, and case studies.
- Support branding efforts of millet products and the Shree Anna Park through digital storytelling.
- Assist other departments in digitizing reports, coordinating online meetings, and archiving documents.
- Ensure cybersecurity practices and data backup systems are in place.
- Provide technical support for field data collection tools (e.g., Kobo Toolbox, Google Forms).
- Maintain a digital archive of training materials, publications, media coverage, etc.
- Any other tasks assigned by the Team Lead or State Authorities.

**Terms & Conditions:**

1. The above posts are purely temporary and on contractual basis till the end of the project period. The selected candidates shall not claim for regular appointment/absorption in Nutrihub, ICAR-IIMR, Hyderabad or funding agency at the end of the project.
2. The duly filled in applications form (as per the format) –Annexure I & II enclosed (If applicable) with photograph affixed on it and signed, should be sent to [hr@nutrihubiimr.com](mailto:hr@nutrihubiimr.com) on or before 19<sup>th</sup> January, 2025 along with self-attested scanned certificate copies of the relevant documents (date of birth, education certificates, experience certificates, trainings attended, publications etc.) as a single file (PDF).
3. All the relevant original testimonials (date of birth, education & experience certificates etc...) are to be shown for verification, before joining, if selected. If any information submitted is false information/claims at any stage, their candidature will be summarily rejected and appointment will be terminated if found during project period.
4. The shortlisted candidate will be intimated by email. All shortlisted candidates have to attend online interview using the given zoom link.
5. Date and details of the zoom link will be intimated to the shortlisted candidates.
6. The upper age limit for the above position is 40 years for men and 45 years for women as on the date of the interview with relaxation as per GoI rules in case of SC/ST/OBC/PH candidates.
7. No TA/DA will be paid for attending the interview.
8. Canvassing in any form will lead to cancellation of candidature.
9. The selected candidate may have to join immediately.
10. The decision of the Director/CEO, Nutrihub TBISC, ICAR-IIMR is final and binding in all respects.
11. For further details, please visit to our website [www.nutrihubiimr.com/careers](http://www.nutrihubiimr.com/careers).
12. Nutrihub/ICAR-IIMR reserves the right to alter/ Change/ Cancel this Advertisement/ Recruitment without assigning any reason at any stage of recruitment process.
13. In case of any dispute, it will be resolved within the jurisdiction of Hyderabad, Telangana court only.

Sd/-  
Director/CEO,  
Nutrihub

**PROFORMA****APPLICATION FOR THE POST OF:** \_\_\_\_\_ (*On contractual Basis*)**Project:** \_\_\_\_\_

1. Name in Block letters: \_\_\_\_\_
2. Father's / Husband's name: \_\_\_\_\_
3. Date of Birth & age: \_\_\_\_\_ ; \_\_\_\_\_ years.
4. Postal address for correspondence: Present & Permanent.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Latest passport size  
photo

5. Mobile no: \_\_\_\_\_ ; Aadhaar No: \_\_\_\_\_ ; email: \_\_\_\_\_

**6. Educational Qualifications:**

<b>Sl. No</b>	<b>Qualifications</b>	<b>Year of passing</b>	<b>Board/ University</b>	<b>Marks (% /GPA)</b>	<b>Remark s(if any)</b>
1.					
2.					
3.					
4.					
5.					
6.					

**7. Prior Experience (if any):**

<b>Sl. No</b>	<b>Name of the Organization/ Institute</b>	<b>Post</b>	<b>From To</b>	<b>Drawn Salary</b>	<b>Remarks</b>
1.					
2.					
3.					
4.					

**8. Additional Information which you would like to mention:**

- a. Additional Academic/ professional Qualifications: \_\_\_\_\_
- b. NET Qualified : \_\_\_\_\_
- c. Trainings \_\_\_\_\_
- d. Research Publications / reports / special projects: \_\_\_\_\_
- e. Awards/ Scholarships/ Official Appreciations: \_\_\_\_\_
- f. Affiliation with professional bodies/ institutes/ Societies: \_\_\_\_\_
- g. Any other information: \_\_\_\_\_

**9. Whether belongs to SC/ST/OBC/OC/PH/Ex-servicemen (as per GoI norms) \_\_\_\_\_**

**10. I am also willing to be considered for any lower post in case my application for the applied post is ineligible or not shortlisted for further scrutiny. (Yes / No): \_\_\_\_\_**

**SELF DECLARATION**

I \_\_\_\_\_, Son/ Daughter of \_\_\_\_\_ hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if information given by me is proven false/ not true, I will have to face the punishment as per the law. Also, all the benefits availed by me shall be summarily withdrawn and I may be terminated from the services without assigning any reasons.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Candidate

## **ANNEXURE II**

### **DECLARATION**

I, \_\_\_\_\_ hereby declare that **none of my near or distant relative is an employee of Nutrihub TBISC, ICAR-Indian Institute of Millets Research (IIMR)**. If found otherwise and in the event of non-declaring the same as prescribed in the advertisement, my candidature to the interview and my selection to the post be cancelled.

**Date:** \_\_\_\_\_ **Signature of the Candidate**

**Place:**

(OR)

I, \_\_\_\_\_ hereby declare that am willing to attend the interview for post of Senior Project Manager/IT & Communications Manager. The following particulars of my relative(s) working in ICAR is/are furnished as per the requirement of the advertisement for attending the interview: Name: Designation: Relationship:

**Date:** \_\_\_\_\_ **Signature of the Candidate**

**Place:**