



**NUTRIHUB TECHNOLOGY BUSINESS INCUBATOR
STARTUPS CONFEDERATION (NUTRIHUB -TBISC)**

(Not for Profit Section.8 Company registered under Companies Act, 2013)

Reg. Office: 11-127, ICAR-IIMR, Rajendranagar, Hyderabad-30
CIN: U85300TG2020NPL144881, Tel: 040-24599331/040-29884838

www.nutrihubiimr.com and www.millet.res.in



NOTIFICATION

Eligible and interested candidates are invited for a walk in interview to be held at Nutrihub, ICAR – Indian Institute of Millets Research, Rajendranagar, Hyderabad for recruitment of the following position on **18.05.2024 from 10:30 AM** onwards as per the details given below.

Name of the post	Administrative Officer (AO)
Emoluments	Rs. 40,000 (Consolidated)
Project	Nutrihub (Revenue)
Project till	April 2025 (likely to be extended)

Essential Qualifications:

Any graduate from a recognized university. Working experience of 5-10 years specialization in administration, stores and accounts in supervisory position preferably in government sector.

Desirable Qualifications:

Experience in leading a team will be an added advantage

Knowledge in e-tendering, e-procurement, PFMS, GEM, GST and GFR is an additional qualifications.

Age: The candidate must be within the age group of not exceeding 40 years, the age limit will be relaxed for those who retired from Government offices and Ex-service men with proven experience of Administration and Stores. However, physical fitness and alertness will also be taken into consideration.

Key Responsibilities:

As the **Administrative Officer(AO)**, he/she look after all the administrative works, shall oversee the day-to-day operations of the TBISC, shall maintain all the records, maintain the infrastructure, all the works related to staff such as leaves etc., coordinating the meetings, programmes etc., maintain the accounts, issue the cheques, salaries etc., tender processing, preparing annual accounts, balance sheet and issue of utilization certificate to the funding agency at the end of the financial year, and supervision of day-to-day works related to accounts section. He/she should be able to conduct board meetings/annual general meetings (AGM). The incumbent is expected to keep track of the fund allocation and report project progress to CEO from time to time. Should be able to implement PFMS.

Designation, Reporting & Job Location

The designation shall be “Administrative Officer (AO)” and the reporting will be to the Director/CEO, Nutrihub TBISC. The job location will be in Rajendranagar, Hyderabad, but will be willing to travel if necessary.

Terms & Conditions:

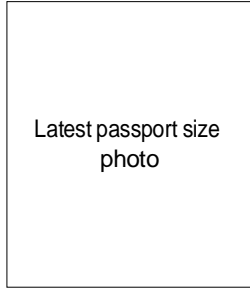
1. The above post is purely temporary and on contractual basis for a period of one year and further may be extended based on the satisfactory performance.
2. Candidates have to produce his/her Original Certificates along with a set of self-attested photo copies of all certificates and a recent passport size photo, and other documents such as experience certificate at the time of interview for verification.
3. The selected candidates shall not claim for regular appointment/absorption in Nutrihub-TBISC, IIMR, Hyderabad or funding agency at the end of the project.
4. No TA/DA will be paid for attending the interview.
5. The selected candidate may have to join immediately.
6. Report for registration from 09.30 to 10:00 AM on the date of interview, candidate need to wait till they are called/allowed to the meeting for the interview as per the list.
7. The decision of the Director/CEO, Nutrihub TBISC, IIMR is final and binding in all respects.
8. Canvassing in any form will lead to cancellation of candidature.
9. Nutrihub/ICAR-IIMR reserves the right to alter/ Change/ Cancel this Advertisement/ Recruitment without assigning any reason at any stage of recruitment process.
10. Interested and eligible candidates may send their application form (in attached format), latest CV along with passport photo, self-attested set of mark-sheet, and other relevant certificates as a single pdf to dayakar@millet.res.in on or before 15-05-2024 5.00 P.M for shortlisting.

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.

5. Mobile no: _____; Aadhar No: _____; email: _____

6. Educational Qualifications:

Sl. No	Qualifications	Year of passing	Board/ University	Marks (%/GPA)	Remarks (if any)
1.					
2.					
3.					
4.					
5.					
6.					

7. Prior Experience (if any):

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

8. Additional Information which you would like to mention:

- a. Additional Academic/ professional Qualifications: _____
- b. Trainings _____
- c. Research Publications / reports / special projects: _____
- d. Awards/ Scholarships/ Official Appreciations: _____
- e. Affiliation with professional bodies/ institutes/ Societies: _____
- f. 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