

DETAILED 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, on **17 February 2025 from 10:00 A.M.** onwards for recruitment of the following positions under the below mentioned projects as per the details given below.

1.	Name of the post	Executive Secretary (1 post)
	Project	Nutrihub (Revenue)
	Emoluments/month	Rs. 70,000/- (Consolidated),
	Position till	March 2026 (likely to be extended)
Essential Qualifications:		
<ul style="list-style-type: none"> ➤ MBA/ M.Tech/ PGDM/ Equivalent Master Degree in Agri-Business/ Finance/ Marketing/ Agri Marketing and allied fields from Recognized Institute/ University. ➤ 3 -5 years of experience in relevant field. 		
Desirable Qualifications:-		
<ul style="list-style-type: none"> ➤ Candidates with MBA and experience in millet ecosystem/incubation activities will be preferable. ➤ Proficient in type writing skills and MS office. ➤ 2 years of experience in incubation activities/secretarial services/relevant field. ➤ Ability to handle confidential information with integrity and discretion. ➤ Knowledge/experience in office management, scheduling and correspondence ➤ Basic accounting and financial reporting knowledge ➤ Interpersonal skills to interact with staff and clients ➤ Ability to multitask and prioritize assignments ➤ Willing to travel field sites as and when required ➤ Scheduling and organizing meetings ➤ Drafting and responding to emails, filtering and messaging based on the priority ➤ Planning and coordinating travel arrangements, including flights, accommodation and transportation. ➤ Taking minutes during meetings and maintaining accurate records ➤ Prioritizing tasks and deadlines to ensure key objectives are met ➤ Collaborating with other departments and team members to facilitate smooth communication and workflow. ➤ Assisting in the planning and coordination of events, conferences, and meetings 		
2	Name of the post	Assistant IT Engineer (1 post)
	Project	Nutrihub (Revenue)
	Emoluments/month	Rs. 40,000/-
	Position till	March 2026 (likely to be extended)
Essential Qualifications:		
<ul style="list-style-type: none"> ➤ PGDM/Masters in Computer Applications/Graduation in IT/Computer Science and related fields. 		
Desirable Qualifications: -		
<ul style="list-style-type: none"> ➤ Masters/PGDM in Desktop publishing /Computer applications will be preferable ➤ 2-3 years of experience in IT activities/services ➤ Ability to handle multiple projects and deadlines ➤ Ability to diagnose and resolve IT issues ➤ Knowledge of LAN, WAN & VPN ➤ Computer skills in MS Office, typing, documentation 		
2.	Name of the post	Office /Personal Assistant (1 post)
	Project	RKVY - RAFTAAR
	Emoluments	Rs. 30,000/- Per month (Consolidated)
	Position till	March 2026 (likely to be extended)

Essential qualifications: Graduation in any stream, preferably B.Com/BBA with working knowledge of accounts and computers, including MS Office.

Roles & Responsibilities:

- 1-2 years of experience in dealing with startups/incubation activities will be preferable
- Scheduling and organizing meetings
- Prioritizing tasks and deadlines to ensure key objectives are met
- Assisting in the planning and coordination of events, conferences, and meetings
- Knowledge/experience in training programs
- Computer skills in MS Office, typing, documentation.
- Willing to travel field sites as and when required.
- Engaging with startups for funds disbursement related activities.

Terms & Conditions:

1. The above posts are purely temporary and on contractual basis.
2. The selected candidates shall not claim for regular appointment/absorption in Nutrihub TBISC or funding agency at the end of the project.
3. The upper age limit will be 40 years as on the date of interview. The relaxation in the upper age limit is five years for SC/ST/women candidates and three years for OBC candidates as per rules.
4. **Interested and eligible candidates may send their duly filled-in application form (as per the format-Annexure – I enclosed) with a photograph affixed on it and signed, along with CV, qualification and experience certificates scanned copies as a single pdf to dayakar@millets.res.in on or before 14.02.2025, 4:00 pm.**
5. All the relevant original testimonials (date of birth, qualification certificates, experience certificates, etc., if any) are to be shown and a set of attested copies of all the certificates will be required to be submitted by the candidates for verification at the time of the interview. (No candidate will be interviewed if coming without original certificate).
6. No TA/DA will be paid for attending the interview.
7. Report for walk-in registration from 09:00 AM to 10:00 AM on the date of interview, candidate need to wait till they are called/allowed for the interview.
8. The decision of the Director/CEO, Nutrihub TBISC is final and binding in all respects.
9. Canvassing in any form will lead to cancellation of candidature.
10. The selected candidate may have to join immediately.
11. For further details/updates/modifications please visit our website www.nutrihubiimr.com/careers, regularly.
12. Nutrihub TBISC reserves the right to alter/ Change/ Cancel this Advertisement/ Recruitment without assigning any reason at any stage of recruitment process.
13. **Candidates have to produce an undertaking, stating that they are not enrolled in any other job or academic courses etc. (either full time or part time) for attending the interview.**
14. In case of any disputes, it will be resolved within the jurisdiction of Hyderabad, Telangana court only.

Sd/-
Director/CEO

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: _____; 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. 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 Gol 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