



DETAILED NOTIFICATION

Eligible and interested candidates are invited for a walk-in-interviews (physical interviews) to be held at Conference hall, Nutrihub, ICAR – Indian Institute of Millets Research, Rajendranagar, Hyderabad, on **17th & 18th June 2022** from 10:00 A.M. onwards for recruitment of the following positions under the below mentioned projects as per the details given below.

Dates for the interview:

Sl. No.	Name of the post	Project	Date of Interview
1.	Research Manager	APEDA	17.06.2022
2.	Research Assistant	APEDA	
3.	Marketing Manager	MoFPI-PMFME	
4.	Business Manager	RKVY-RAFTAAR	18.06.2022
5.	Business Executive	RKVY-RAFTAAR	

Note: Candidates are requested to check the **Essential Qualifications** before attending for interview

1.	Name of the post	Research Manager (Food Tech.)
	Project	APEDA
	Emoluments	Rs. 65,000/- Per month (Consolidated)
	Project Till	March 2023 (likely to be extended)
	Essential qualifications: <ul style="list-style-type: none">• Master's degree in the Food Technology/ food science and nutrition. Food chemistry/ Agrl. Process Engineering (or) allied fields with 60% of marks or equivalent GPA.• Candidates having Post Graduate degree in Basic Sciences with 3 years Bachelor's degree and 2 years Master's degree should have NET qualification• 2 years research experience• PhD candidates will be preferred Desirable: <ul style="list-style-type: none">• Knowledge on Millet processing, experience in FMCG/ Food Sector, basic knowledge in cereals processing machinery, postharvest machinery, recipe making, primary processing machinery, also able to handle lab instruments, ability to analyze statistical data and documentation skills.• Able to handle clinical trials and nutrition studies.• Proficiency in English, and sufficient knowledge in MS-Office and computer usage. & Willing to travel for field visits	
2.	Name of the post	Research Assistant (Agri Business Management)
	Project	APEDA
	Emoluments	Rs. 25,000/- Per month (Consolidated)
	Project Till	March 2023 (likely to be extended)
	Essential Qualifications: <p>Master's degree in Agricultural sciences/ ABM/ Post-Graduation in Agri Business Management and allied fields with 1st Division or 60% marks or equivalent OGPA.</p> Desirable: <p>Willing to travel to other places/ Field visits and to work from villages from FPOs place Experience in Extension studies, FPOs management for sustainability Proficiency in Communication & Computer skills, Working experience of analysis statistical data and documentation Skills.</p>	

3.	Name of the post	Marketing Manager
	Project	MoFPI-PMFME
	Emoluments	Rs. 50,000/- Per month (Consolidated)
	Project Till	March 2023 (likely to be extended)
<p>Essential Qualifications:</p> <ul style="list-style-type: none"> • Masters in Agribusiness management with one year food processing knowledge or M.Sc in Food technology/Food Engineering with one year experience in agri business management or B.Tech in Food Tech/ Food Engineering with at least 2-3 years' experience with 60% in Basic degree. (or) allied fields <p>Desirable Qualifications:</p> <ul style="list-style-type: none"> • Business development skills and handling of HR and production skills for running micro enterprises/MSME • Ability to analyze statistical data and handling of statistical tools like MS-EXCEL • Proficiency in English, Hindi and sufficient knowledge in MS-Office. • Willing to travel to field sites across various states in the country • Working with Startups will be an added advantage • Strive for maximum return on investment and excel in profit-oriented decisions • Demonstrate a strong ability to strengthen cost-profit ratios <p>Roles and Responsibilities:</p> <ul style="list-style-type: none"> ▪ Coordinate with activities of the project in micro enterprises for making them viable with better business plans ▪ Execute operationalisation of production facility for optimal resource utilisation and cost reduction measures for simulating Nutrihub, ICAR-IIMR ▪ Collaborate with internal and external stakeholders to forecast, plan and facilitate on-time materials to the production line as and when required, avoiding disruption to production ▪ Establish positioning, identify target audiences, and develop marketing plans with specific objectives across different channels and segments. ▪ Exploring possibilities of entering into partnerships with national and international agencies working in the field of food technology. ▪ Maintain and update the website, social media pages and YouTube channel of the organization on a regular basis. Create and maintain content, publish blogs & articles and prepare reports on regular basis. ▪ Able to handle the millet promotion of activities both Micro units and Nutrihub ▪ Analyze customer insights, consumer trends, market analysis, and marketing best practices to build successful strategies. ▪ Organize workshops, conferences, boot camps, exhibitions, training programmes and other such events to promote the activities of the organization and the project. ▪ Travel to field visits and exposure trips to have a better understanding of the latest developments and needs of the project. <p>Any other work allocated by PI/ CEO or other designated authority from time to time.</p>		
4.	Name of the post	Business Manager
	Project	RKVY-RAFTAAR
	Emoluments	R. 1,00,000/- per month (Consolidated)
	Project Till	March 2023 (likely to be extended)
<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. Master's degree: MBA/ PGDM/ M. Tech or Equivalent Master Degree in Agri-Business/ Finance/ Marketing/ Agri-Marketing/ Agri-Economics/ Economics/ Technology Commercialization/ Food Technology/ Biotechnology/ Entrepreneurship (or) allied fields from a Recognized Institute. 2. Must be having relevant experience of 5-7 years. Exposure in Supporting Incubators, Assessment, Evaluation of Projects, Startup's ideas and with experience in startup ecosystem is preferred. Those who are exposed in Government sector, Startup India, AIC, MEIT, DST, National Innovation Foundation and any other premier institutes dealing with Incubation, startups will be preferable. 		

Age: 40 years or below (Age can be relaxed in exceptional cases)

Note: Emoluments upto 1.25 Lakhs per month may be considered in case of exceptional proven track record.

Roles and responsibilities:

1. Operations & Administration:

- Coordinating with the management in helping in setup and maintenance of TBI for a strong Incubation program.
- To plan and organize Incubation services, conduct of various feasibility studies and market research, coordinating in Technology transfer with the concerned team, helping incubatees to get financial assistance.
- Monitoring day-to-day operations/activities of the Nutrihub. Handling HR activities on need basis and motivating staff to accomplish their routine tasks.
- Ensuring that, Nutrihub has the space, technology and other tools for smooth operations., making sure that the team has skills needed to perform the various jobs as required, and providing ongoing staff development to enhance their performances.
- Able to organize regular board meetings and AGMs and prepare presentations accordingly and shall present them during the meetings if needed.
- Working with students, Faculty and Management to ensure entrepreneurship and innovation may become an integral part of Nutrihub's ecosystem.

2. Revenue Generation:

- Shall develop various incubation programs and business incubation services for Nutrihub to generate income for its own sustainability.
- Nutrihub is a Section-8 (not for profit) company and is eligible for raising resources (Cash & Non-cash) through donations, CSR of corporate, Govt. schemes, Subsidies etc. being the leader, developing models for project finance /CSR and other funding and create network and maintains long-term relationships with key donors and potential donors.
- Should keep track of the fund allocation and report project progress to CEO/Director on time (as and when required).

3. Networking and community development:

- Collaborating with various stakeholders in the value-chain to increase and maintain the visibility of Nutrihub,
- Attending Entrepreneurial events, conduct competitive events, participate as judge in investment pitches, evaluate business plans, mentor prospective entrepreneurs, tie-up with various venture capitalist, investment groups and institutions and building the business muscle of entrepreneurs under the Nutrihub and attract new entrepreneurs from new segments and to convert them into business development activities for the Nutrihub for revenue generation.

4. Communication and media:

- Communicating the vision, mission, goals, and objectives of Nutrihub and should come out with online and offline collaterals for different contexts including website and social media content.
- Preparing of annual and quarterly reports, newsletters, fund-raising letters and event flyers, press releases and other marketing and advertising materials time to time.

5. Incubatees' promotions and services:

- Helping the incubatees to develop multiple kinds of capital ex: financial, customer satisfaction, intellectual property, compliance, and is expected to promote incubatees in various forums through the network they establish.
- This can be in supporting in distribution network, participate in exhibition, sensitizing them on the brand value, conduct training and development programs to enhance their ability to promote and network, define deliverables, their timelines and monitor progress of startups.

6. Preparation for interview: Candidates have to prepare a vision document in brief on

	<i>“Sustainable plan for Revenue Generation of NUTRIHUB” for the next five years. This should be prepared for discussion with the panel (Power point presentation). <u>And a hard copy to be attached with CV</u></i>	
5.	Name of the post	Business Executive
	Project	RKVY-RAFTAAR
	Emoluments	R. 30,000/- per month (Consolidated)
	Project Till	March 2023 (likely to be extended)
<p>Essential Qualifications: Any Graduate with working experience of 5 years in Business related field or in Government organizations such as ICAR institutions.</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in Startups, Incubation related will be preferred. • Good in English with verbal and written communication skills. Strong literacy in computer, MS Office and Internet Knowledge in food processing of agri commodities Experience in dealing with incubation/ Marketing. • Proven experience in handling administrative matters. • Events organizing and management & networking skills. • Proven documentation skills in writing projects for funding and research and popular literature communication. 		

Terms & Conditions (for physical interviews):

1. The above posts are purely temporary and on contractual basis till **expiry of the project.**
2. The age limit of above position is up to 40 years as on the date of interview. (Age can be relaxed upto 5 years in exceptional cases with higher experience)
3. The relaxation in upper age limit is five years for SC/ST/women candidates and three years for OBC candidates as per rules.
4. The candidates shall send filled in Applications in the proforma enclosed along with a passport size photograph and a set of self-attested copies of their mark-sheet, certificates and supporting documents (Aadhar etc.)
5. Candidates have to produce all the original certificates at the time of interview for verification.
6. **No TA/DA will be paid for attending the interview.**
7. Report for registration from 10:00 AM to 10:30 AM on the date of interview, eligible candidates shall be called as per the sl.no. in the list.
8. The decision of the Director, ICAR-IIMR is final and binding in all respects.
9. The selected candidates shall not claim for regular appointment/absorption in ICAR-IIMR, Hyderabad or funding agency at the end of the project.
10. Canvassing in any form will lead to cancellation of candidature.
11. The selected candidate may have to join immediately.
12. For further details/updates/modifications please visit our website <https://millets.res.in/ad.php>, www.nutrihubiimr.com/careers regularly.
13. IIMR reserves the right to alter/ Change/ Cancel this Advertisement/ Recruitment without assigning any reason at any stage of recruitment process.
14. **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.**
15. **In case of any query feel free to call 04024599331/04029884838.**

Sd/
Director

PROFORMA

APPLICATION FOR THE POST OF : _____ (On contractual Basis)

Project: _____

Latest passport size
photo

1. Name in Block letters: _____
2. Father's / Spouse's name: _____
3. Date of Birth & age: _____; _____ years as on June 22.
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 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