



भारतीय श्री अन्न अनुसंधान संस्थान  
INDIAN INSTITUTE OF MILLETS RESEARCH



(Indian Council of Agricultural Research)

Rajendranagar, Hyderabad-500 030, Ph: 040-24599331/ 040-29885838

**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 **28 December 2023 from 09:00 A.M.** onwards for recruitment of the following positions under the below mentioned projects as per the details given below.

	<b>Name of the post</b>	<b>Research Manager (1 Post)</b>	
	<b>Project</b>	<b>APEDA</b>	
	<b>Emoluments</b>	<b>Rs. 65,000/- Per month (Consolidated)</b>	
	<b>Project till</b>	<b>March 2024</b>	
1.	<b>Essential qualifications:</b>		
	<ul style="list-style-type: none"><li>Ph.D in Business management or Master's degree in the Agribusiness management/ MBA from reputed institutions with exp in food processing or Agri-Business Management/ MBA-Branding &amp; Advertisement/ Masters in Agricultural Economics, and allied fields</li><li>2 years' experience in relevant field</li></ul>		
	<b>Desirable:</b>		
	<ul style="list-style-type: none"><li>Experience in branding and digital marketing.</li><li>Experience in FMCG/ Food Sector, basic knowledge in cereals processing machinery, postharvest machinery, primary processing machinery, also able to handle incubation, startups, ability to analyze data and documentation skills.</li><li>Proficiency in English, and sufficient knowledge in MS-Office and computer usage with proven documentation skills.</li><li>Willing to travel for field visits</li></ul>		
		<b>Name of the post</b>	<b>Research Assistant (Admin) (1 Post)</b>
		<b>Project</b>	<b>APEDA</b>
		<b>Emoluments</b>	<b>Rs.25,000/- Per month (Consolidated)</b>
		<b>Project till</b>	<b>March 2024</b>
	2	<b>Essential Qualifications:</b>	
		Any Degree from a recognized university. Working experience of 3-5 years specialization in Business, administration, stores and accounts in supervisory position preferably in government sector.	
<b>Desirable Qualifications:</b>			
Experience in leading a team will be added advantage. Knowledge in e-tendering, e-procurement, PFMS, GEM, GST and GFR is an additional qualifications.			
<b>Age:</b> The candidate must be within age group of not exceeding 40 years, for those who retired from Government offices/or with good working experiences beyond 5 years. The age limit will be relaxed, however, physical fitness and alertness will also be taken into consideration.			
<b>Roles and Responsibilities:</b>			
<ul style="list-style-type: none"><li>Look after all the administrative works, and oversee the day-to-day operations</li><li>Shall maintain all the records, maintain the infrastructure etc.</li><li>Shall monitor accounting system of the organization and monitor for smooth functioning</li><li>Timely updating and submitting the UCs to the funding agencies and follow-up.</li></ul>			

	<b>Name of the post</b>	<b>Business Executive (Digital marketing &amp; Media handling) (1 Post)</b>
	<b>Project</b>	<b>RKVY – RAFTAAR, NUTRIHUB</b>
	<b>Emoluments</b>	<b>Rs.30,000/- Per month (Consolidated)</b>
	<b>Project till</b>	<b>March 2024</b>
<b>3</b>	<p><b>Essential Qualifications:</b> Any Graduate/Diploma with proven knowledge of Digital Marketing and Social Media handling.</p> <p><b>Desirable Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Proven experience in the relevant field.</li> <li>• Good communication and computer skills.</li> <li>• Time management and organizational skills to handle multiple design projects.</li> <li>• Familiarity with social media platforms (e.g., Facebook, Instagram, Twitter, LinkedIn) and social media management tools.</li> </ul> <p>Knowledge of social media analytics and reporting.</p>	

**Terms & Conditions:**

1. The above posts are purely temporary and on contractual basis till expiry of the project.
2. The age limit of above positions is up to 40 years as on the date of interview. (Age limit of 5 yrs may be allowed in case of exceptional candidature)
3. 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 requisite mark-sheet, certificates and supporting documents.
4. Candidates have to produce all the original certificates at the time of interview for verifications.
5. No TA/DA will be paid for attending the interview.
6. Report for registration from 09:00 AM to 11:00 AM on the date of interview, candidate need to wait till they are called/allowed for the interview.
7. The decision of the PI/Director, ICAR-IIMR is final and binding in all respects.
8. The selected candidates shall not claim for regular appointment/absorption in ICAR-IIMR, Hyderabad or funding agency at the end of the project.
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 <https://millets.res.in/ad.php>, [www.nutrihubiimr.com/careers](http://www.nutrihubiimr.com/careers) regularly.
12. IIMR 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. Interested and eligible candidates may send their application form (attached), CV along with qualification and experience certificates scanned copies as a single pdf to [dayakar@millets.res.in](mailto:dayakar@millets.res.in) on or before **25.12.2023, 5:00 pm.**

**Sd/-  
Director**

**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.**

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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