

Notification

Eligible and interested candidates are invited for a walk-in-interview (virtual) to be held through virtual platform at the campus of Indian Institute of Millets Research, Rajendranagar, Hyderabad-500030, on **27th July 2021 (Tuesday) from 10:30 AM** onwards for recruitment of the following positions as per the details given below.

Name of the project	RKVY-RAFTAAR
Position	Business Executive (1 Position)
Emoluments (per month)	Rs 30,000 (Consolidated)
Project Till	31 st March 2022 (Likely to be extended)
<p>Essential:</p> <ul style="list-style-type: none"> Graduate and above with work experience of 2-4 years in Incubation/Startup/Business related field. Candidates with Agri-Business Management degree or BBA/ BCA/ degree in Engineering / equivalent UG degree from recognized university will be preferred. Age Limit- 40 years or below <p>Desirable:</p> <ul style="list-style-type: none"> Candidates with good verbal and written communication skills in English, and technical report writing. Strong understanding and usage of computer, MS Office and Internet. Knowledge of food processing of agri commodities. Experience of Startup Incubation/ Marketing. Organizing, management and promotion of events along with networking skills. Proven documentation skills for writing projects for funding, research and marketing communication. Proven skills in incubation/startups/marketing of Agri products. Agri Business Management & Food processing skills is highly desirable. <p>Job Role:</p> <ul style="list-style-type: none"> Assisting the team in planning of various workshops/events/webinars for the Incubator and execute the same with the help of core team. Marketing and promotion of Nutrihub activities among the startup communities through various channels. Assisting in development of the mentor network for the Incubator and working with the team to ensure the incubator objectives. Documentation of all incubator and startup related activities and submitting it as and when required. Give regular inputs to the team related to best practices and activities in the incubator and agri startups eco-system. Ensuring proper data management and analysis related to business team activities. Assisting business team in day-to-day activities. Any other works which needs to be taken up on exigency basis. 	

Name of the project	Nutrihub-IIMR
Position	Technical Manager (1 position)
Emoluments (per month)	Rs 30,000 (Consolidated)
Project Till	March 2022 (Likely to be extended)
<p>Essential:</p> <ul style="list-style-type: none"> Any postgraduate with working experience of 2-4 years in technical writing/ Content development Age Limit - 40 years or below <p>Desirable:</p> <ul style="list-style-type: none"> Candidate with background in Food Technology/ Nutrition/ Agricultural Sciences/ Policy & Value Chain will be preferred. Strong interpersonal skills with multi-tasking abilities. Excellent content writing skills. Demonstrated knowledge and competence in administrative work and strong track record of project management. Absolute and extreme attention to detail with diligence in formatting, grammar, clarity. Ability to manage relationships with all stakeholders. Flexibility towards long work hours, especially when major deadlines and events are approaching. Highly capable in usage of MS Office tools. Knowledge on data analysis skills is an added advantage. <p>Job Role:</p> <ul style="list-style-type: none"> Providing administrative and secretarial support facilitating the smooth functioning of the CEO's office. Maintaining an updated calendar and organizing and overseeing the implementation of administrative and logistics works of CEO. Assisting CEO to prepare presentations and speeches. Prepare, review, revise and maintain technical documents. Assist in writing project proposal for funding, monthly newsletter, news reports and articles. Scheduling meetings and events and keeping an updated calendar setting location, time, and appropriate duration, identifying, inviting, and confirming participants, facility arrangements where required. Coordinating with various functional teams in the incubator. Handling the external and internal affairs related to assigned projects of the organization. 	

Terms & Conditions:

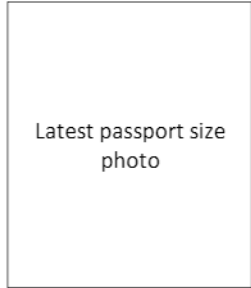
- The above posts are purely temporary and on contractual basis till March 31, 2022 / expiry of the project.
- The candidates must produce his/ her original certificates along with a set of self-attested photocopies of all certificates and a recent passport size photo, and other documents such as experience certificate etc. (send along with your CV) for verification.
- The selected candidates shall not claim for regular appointment/ absorption in Nutrihub/IIMR/ or in any funding agency at the end of the project.
- The shortlisted candidates shall be called for interviews on a virtual platform.
- Selected candidate/s will be positioned in Nutrihub/ICAR-Indian Institute of Millets Research, Hyderabad-030 for contractual job.
- IIMR/ Nutrihub-TBISC reserves the right to alter/ change/ cancel this advertisement/ recruitment without assigning any reason at any stage of recruitment process.**
- Candidates have to login (in case of virtual interviews) 15 mins before the scheduled time and wait for their turn patiently.
- Candidates must 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.
- Professional tax & TDS may be deducted as per rules wherever applicable.
- Please be watchful if any corrigendum issued on updates/ modifications on the subject. (www.millets.res.in/ad.php)**
- Interested and eligible candidates may send their CV along with qualification and experience certificates scanned copies to dayakar@millets.res.in on or before 23rd July, 05:00 pm.**
- CVs received after 23rd July 2021, 05:00 PM will not be considered.**

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.

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