

**ICAR-INDIAN INSTITUTE OF MILLETS RESEARCH  
RAJENDRANAGAR, HYDERABAD-500030**

F. No. 4(670)Admn/14

Date: 01.06.2023

**Notification for Walk – in – Interview**

Applicants are invited for the post of **YP-I (Five position) YP-II (Five position)** purely on contractual basis at ICAR-Indian Institute Millets Research, Hyderabad-500030 through a **Walk – in – Interview** on **23<sup>th</sup> June, 2023 at 10:30 AM** for Sl. No. 01 to 04 & **26<sup>th</sup> June, 2023 at 10:30 AM** for Sl. No. 05 to 08.

The eligible candidates are requested to send their duly-filled bio-data in the enclosed application format ‘Annexure – I, II, & III along with self-attested scanned copies (PDF/JPEG) of the relevant documents by e-mail to [nepolean@millets.res.in](mailto:nepolean@millets.res.in) for Sl. No. 01 to 04 and [aaorest@millets.res.in](mailto:aaorest@millets.res.in) for Sl. No. 05 to 08 on or before **19<sup>th</sup> June, 2023**. Short-listed candidates will have to come at ICAR-IIMR for physical interview.

**Important Notes:**

**Submission of online application (Last Date)** : **19<sup>th</sup> June, 2023**  
**Walk – in – Interview** : **23<sup>th</sup> June, 2023 at 10:30 AM for Sl.No. 1- 4**  
: **26<sup>th</sup> June, 2023 at 10:30 AM for Sl.No. 5 - 8**

S. No	Position	Project	Vacancy	Qualification details	Emolumen ts	Project Till
1	<b>Young Professional I II (YP II-Admin)</b>  <b>Number of position: Two</b>	ICAR-IIMR	Project Management Unit (PMU)	<p><b>I. <u>Minimum Qualification:</u></b></p> <p>Post-graduation degree in HR, administration, agri-business management, business management or related qualifications, from a recognized university, passed with not less than 60%. Working experience of 2-3 years specializing in administration, stores, HR, and accounts in a supervisory position, preferably in the government sector.</p> <p><b>II. <u>Roles and responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• He/she shall look after all the administrative works, shall oversee the day-to-day operations of the Project Management Unit (PMU)</li> <li>• Shall maintain all the records, maintain the infrastructure, all the works related to staff such as leaves etc., coordinating in meetings, programmes etc., maintain the</li> </ul>	A fixed salary of Rs.35,000 for YP II per month.	Till 31 <sup>st</sup> March 2024 (Further Extendable)

				<p>accounts, issue the cheques, salaries etc., tender processing, preparing annual accounts, balance sheet and issue of utilization certificate to funding agency at the end of the financial year, and supervision of day-to-day works related to accounts section.</p> <ul style="list-style-type: none"> <li>The incumbent is expected to keep track of the fund allocation and report project progress to designated authority from time to time. Should be able to implement PFMS.</li> </ul> <p><u>The incumbent shall perform the following activities but is not limited to-</u></p> <ul style="list-style-type: none"> <li>Monitor day-to-day operations/activities of the Project Management Unit (PMU), handling HR activities on need basis and motivating staff to accomplish their routine tasks.</li> <li>Able to organize regular board meetings and prepare presentations accordingly and shall present them during the meetings if needed.</li> <li>Should keep track of the fund allocation and report project progress to designated authority on time (as and when required).</li> <li>Preparing of annual and quarterly reports, newsletters, fund-raising letters and event flyers, press releases and other marketing and advertising materials time to time.</li> </ul>		
2	<p><b>Young Professional II (YP II-Social Media Management)</b></p> <p><b>Number of position: One</b></p>	ICAR-IIMR	Project Management Unit (PMU)	<p><b><u>I. Essential Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>Post Graduate Degree in Mass Media/Communication/any other relevant Certification/Graduate with at least 0-3 years of experience as a branding/marketing strategist.</li> <li>Experience of managing Business relations with strong communication skills in oral and written</li> <li>Should have creativity and problem-solving aptitude</li> <li>Proven evidence in handling social media</li> </ul>	A fixed salary of Rs.35,000 for YP II per month.	Till 31 <sup>st</sup> March 2024 (Further Extendable)

**II. Job description**

- Able to lead social media and take up branding for millets with strong hustle to help drive this as part of Project Monitoring Unit (PMU)
- Need to make and present presentations effectively.
- Assisting the marketing team in developing content for advertising campaigns and millet promotion.
- Able to handle website and update as and when needed.

**III. Roles & Responsibilities**

- Should be able to manage Social Media & Community Building and perform day-to-day activities of all IYOM - 2023, should be active in social media channels such as LinkedIn, Facebook, Twitter, Pinterest, Instagram, and YouTube, adapting content to suit different channels. Generate, edit, publish and share content daily (e.g. text, photos, videos and news).
- Monitor, track, analyse and report on performance - Lead Generation (# leads /month), Brand Awareness (# subs/followers on the properties)
- Able to handle and manage Paid Marketing
- Need to Coordinate and collaborate with the Geography-Specific Organic Growth Teams on promotions and distribution of Events and other freemium content.
- Need to communicate with followers, respond to customer queries/reviews in a timely manner and monitor customer reviews. work with biz stakeholders to get positive reviews added from customers at a regular cadence. Metrics – Trust Pilot rating, Google Reviews rating
- Suggest and implement new features to develop brand awareness, like promotions and competitions.

				<ul style="list-style-type: none"> <li>Any other work allocated by designated authority from time to time.</li> </ul> <p><b>IV. Requirements &amp; Skills:</b></p> <ul style="list-style-type: none"> <li>Proven Experience with a range of social media platforms, particularly ones popular and widely used globally. Should be able to showcase effective campaigns on different channels with proven results.</li> <li>Strong copywriting and editing skills suitable for each platform.</li> <li>Strong communication and people skills for articulating ideas to colleagues and clients and excellent team working, collaboration and networking skills.</li> <li>Online community management and customer service skills to balance publicity and stimulating direct discussion with potential and actual customers.</li> </ul>		
3	<p><b>Young Professional I II (YP II-Finance)</b></p> <p><b>Number of position: One</b></p>	ICAR-IIMR	Project Management Unit (PMU)	<p><b>I. Minimum Qualification:</b></p> <ul style="list-style-type: none"> <li>MBA (Finance), any PG in Finance or 4-year bachelor's degree in Finance and Accounting or related major; no work experience required.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>3-year degree with Finance as the major subject from an accredited university. 1 years' experience in finance and accounting or related professional area.</li> </ul> <ul style="list-style-type: none"> <li><b>Desirable:</b> Good in English with verbal and written communication skills. Working knowledge in Computer, MS Office and Internet, Knowledge in GST filing, able to handle PFMS, TDS/ professional tax filing etc.</li> </ul> <p><b>II. Job Roles:</b></p> <ul style="list-style-type: none"> <li>Verification of Bills with reference to rules and regulations of the company, accounting entries in Tally ERP</li> </ul>	A fixed salary of Rs.35,000 for YP II per month.	Till 31 <sup>st</sup> March 2024 (Further Extendable)

			<p>Accounting Package as per requirement.</p> <ul style="list-style-type: none"> <li>• Knowledge of TDS provisions and implementing the same while processing the bills and issuing the Form-16 and Form-16A to the employees and suppliers respectively.</li> <li>• Knowledge of GST provisions. GST Payments and Filing of GST Returns before due dates.</li> <li>• Knowledge of Government Grants and Provisions of Companies Act, 2013.</li> <li>• Preparation of Financial Statements i.e., Trial Balance, Income and Expenditure Account, Receipts and Payment Account and Balance at regular intervals</li> <li>• Knowledge in General Financial Rules, 2017 (GFR), Central Public Procurement Portal (CPP), Bharat Kosh, Public Financial Management System (PFMS) and Government e-Market (GeM) will be an added advantage</li> <li>• Preparation and presentation of Budgets and reports.</li> <li>• Ensuring the accuracy of financial documents, as well as their compliance with relevant laws and regulations</li> </ul> <p><b>III. <u>Job description</u></b></p> <ul style="list-style-type: none"> <li>• Should Support the day-to-day execution of general accounting, support to clients. Performs accounting functions specifically in the areas of account balancing, ledger reconciliation, reporting and discrepancy resolution.</li> </ul> <p><b>IV. <u>Requirements &amp; Skills:</u></b></p> <p><b>Managing Work, Projects, and Policies</b></p>		
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				<ul style="list-style-type: none"> <li>• Coordinates and implements accounting work and projects as assigned.</li> <li>• Coordinates, implements and follows up on Accounting SOP audits for all areas of the property.</li> <li>• Complies with Federal and State laws applying to fraud and collection procedures.</li> <li>• Generates and provides accurate and timely results in the form of reports, presentations, etc.</li> <li>• Analyzes information and evaluates results to choose the best solution and solve problems.</li> <li>• Compiles, codes, categorizes, calculates, tabulates, audits, or verifies information or data.</li> <li>• Balances credit card ledgers.</li> <li>• Verifies contracts for groups and performs credit reference checks for direct billed groups if necessary.</li> </ul>		
4	<p><b>Young Professional I II (YP II- Policy and Documentation)</b></p> <p><b>Number of position: one</b></p>	ICAR-IIMR	Project Management Unit (PMU)	<p><b><u>I. Minimum Qualification:</u></b></p> <p>Master’s Degree in any discipline in Agriculture/ Horticulture/and allied subjects (allied subjects includes master’s degree in agri-business management, master’s in business management, agricultural marketing, etc.)/ any other relevant qualification with minimum 2 years’ experience in examination of project proposals, project formulation, execution, implementation, monitoring, extension/ management of Government schemes/ programmes/ missions and consultancy in the requisite fields.</p> <p><b><u>II. Job description</u></b></p> <p>The Policy Analyst, Business Reforms will focus efforts on supporting reforms that unlock the job-creation potential of the millets sector. This work will involve</p>	A fixed salary of Rs.35,000 for YP II per month.	Till 31 <sup>st</sup> March 2024 (Further Extendable)

potential reforms from the central government, as well as Indian states. The role will be a mixture of research / writing, and direct engagement/ advocacy with government agencies and other relevant stakeholders.

### **III. Roles & Responsibilities**

- Develop a sector-specific Policy Brief for the state of Millets Agriculture, based on primary and secondary research in one or more areas highlighted above.
- Identify pressing concerns in Millets Ecosystem in the chosen Focus Area.
- Analyse evidence and data to test the effectiveness of current policies of the government, conduct secondary literature review, ascertain policy challenges, and make key recommendations for the IYOM Mission.
- Ensure that the policy recommendations are aligned with the best national and international practices, standards, and conventions.
- Build financially sound, executable, and evidence-based policies that form part of the sector-specific Policy Brief, and the overall Vision Documents etc
- Reach out to media platforms through which the Policy Briefs can be shared and communicated effectively.
- Provide periodic updates to the Director on progress with respect to the work assigned. Desired Skills and Experience
- Social development, and/or government role with a proven track record of dealing with multiple stakeholders such as bureaucrats, governments, civil society organisations, etc.
- Excellent oral and written communication skills (in English and Hindi), MS Office skills, with an

				<p>ability to communicate effectively with multiple stakeholders</p> <ul style="list-style-type: none"> <li>• Willingness to travel.</li> <li>• Excellent skills in documentation, proposal development, and report writing.</li> </ul>		
5	<p><b>Young Professional II (IT)</b></p> <p><b>Number of position: Two</b></p>	ICAR-IIMR	At store section	<p><b><u>Essential Academic Qualifications:</u></b> Graduate with at least 60% marks in Computer Applications/Information Technology/Computer Science/Operating System/Software Engineering.</p> <p><b><u>Desirable Qualifications:</u></b> Preference will be given to candidates who have at least one-year experience in Government Software Applications (E-office, Government Electronic Marketplace, publishing tenders in GeM/CPPP. Working knowledge of ERP, PFMS/TSA etc.) and computer skills (Ms Word and Excel Power Point Tally etc).</p>	A fixed salary of Rs. 25,000 for YP-I per month.	Till 31 <sup>st</sup> March 2024 (Further Extendable)
6	<p><b>Young Professional II</b></p> <p><b>Number of position: One</b></p>	ICAR-IIMR	At Establishment section	<p><b><u>Essential Academic Qualifications:</u></b> Any Graduate in Computers/Computer Applications/ Engineering/Technology (with minimum 60% marks) from a recognized university/college.</p> <p><b><u>Desirable Qualifications:</u></b> Minimum 2 years of experience in the relevant field. Knowledge of IT applications, virtual meeting platform and computer skills in Ms – office will be added advantage.</p>	A fixed salary of Rs. 25,000 for YP-I per month.	Till 31 <sup>st</sup> March 2024 (Further Extendable)
7	<p><b>Young Professional II (F&amp;A)</b></p> <p><b>Number of position: One</b></p>	ICAR-IIMR	At Audit and Accounts section	<p><b><u>Essential Academic Qualifications:</u></b> B. Com/BBA/BBS (with minimum 60% marks) from a recognized university/college.</p> <p><b><u>Desirable Qualifications:</u></b> Minimum 1 years of experience in the relevant field. Knowledge of IT applications, virtual meeting platform and computer skills in Ms Word, Excel, Power Point, Tally etc.) will be added advantage.</p>	A fixed salary of Rs. 25,000 for YP-I per month.	Till 31 <sup>st</sup> March 2024 (Further Extendable)
8	<p><b>Young Professional II</b></p>	ICAR-IIMR	At Cash & Bill Section	<p><b><u>Essential Academic Qualifications:</u></b> B. Com/BBA/BBS (with minimum 60% marks) from a recognized university/college.</p>	A fixed salary of Rs. 25,000 for YP-I per month.	Till 31 <sup>st</sup> March 2024 (Further Extendable)



	<b>Number of position: One</b>			<b><u>Desirable Qualifications:</u></b> Minimum 1 years of experience in the relevant field. Knowledge of IT applications, virtual meeting platform and computer skills in Ms Word, Excel, Power Point, Tally etc.) will be added advantage.		
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### Terms and Conditions:

1. The above posts are purely temporary and on a contractual basis till the termination of the project. The selected candidates shall not claim for regular appointment/absorption in ICAR-IIMR or funding agency at the end of the project.
2. The minimum age under Young Professional category will be 21 years and maximum 45 years with relation as per rules
3. The duly filled-in application form (as per the format-Annexure I enclosed) with a photograph affixed on it and signed, should be sent to [nepolean@millets.res.in](mailto:nepolean@millets.res.in) for Sl. No. 01 to 04 and [aaost@millets.res.in](mailto:aaost@millets.res.in) for Sl. No. 05 to 08 on or before **19<sup>th</sup> June, 2023**
4. The candidates have to produce all the original certificates and supporting documents at the time of interview for verification
5. No TA/DA will be paid for attending the interview.
6. For short-listed candidates, the interview will be held on 23-06-2023 for Sl. No. 01 to 04 & 26-06-2023 for Sl. No. 05 to 08 and the details of which will be communicated through email.
7. All candidates to report for interview physically at 10:00 A.M (Candidates will be interviewed in alphabetical order of their names)
8. The decision of the Director, IIMR is final and binding in all respects.
9. Canvassing in any form will lead to cancellation of candidature.
10. The selected candidate should have to join within given time.
11. Those candidates who are already working in any project/scheme/organization, should bring “No Objection Certificate” from his present employer.
12. For further details, please visit to our website: [www.millets.res.in](http://www.millets.res.in)

**Application**

Application for the post of: \_\_\_\_\_ (On contractual Basis)

Project name: \_\_\_\_\_

Latest passport size  
photo

1. Name in block letters: \_\_\_\_\_
2. Parent/Spouse name: \_\_\_\_\_
3. Date of birth & age: \_\_\_\_\_; \_\_\_\_\_ years as on 19<sup>th</sup> June, 2023
4. Postal address for correspondence: Present & Permanent.  
\_\_\_\_\_  
\_\_\_\_\_

5. Mobile no: \_\_\_\_\_; email: \_\_\_\_\_

## 6. Educational Qualifications:

Sl. No	Qualifications	Name of the degree	Year of passing	Board/University, State	Subjects	Marks (% /GPA)
1.	Matriculation					
2.	Intermediate					
3.	Graduation					
4.	Post-Graduation					
5.	Any other					
6.						

## 7. Prior Experience (if any):

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

**8. Additional Information which you would like to mention:**

**a. Additional Academic/ professional Qualifications:**

\_\_\_\_\_

**b. Trainings:**

\_\_\_\_\_

**c. Research Publications / reports / special projects:**

\_\_\_\_\_

**d. Any other information:**

\_\_\_\_\_

**9. Whether belongs to SC/ST/OBC/OC/PH/Ex-servicemen (as per GoI norms) \_\_\_\_\_**

**SELF DECLARATION**

I \_\_\_\_\_, Son/Daughter of \_\_\_\_\_ hereby declare that all the statements made are true, complete, and correct to the best of my knowledge and belief. I also declare that (i) I have never been punished or debarred from the Government (central/state)/ autonomous organizations/ ICAR and (ii) I have not been convicted by a court of law for any offense. In the event of any information being found false/incorrect/ineligible being detected at any time before or after the appointment, action may be taken against me and I shall be bound by the decision of the employer.

Date: \_\_\_/\_\_\_/\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_

Signature of the Candidate

**DECLARATION**

I \_\_\_\_\_, hereby declare that **none of my near or distant relatives is an employee of the ICAR-Indian Institute of Millets Research (IIMR)**. If found otherwise and in the event of non-declaring the same as prescribed in the advertisement, my candidature to the interview and my selection to the post be cancelled.

**Date:**

**Place:**

**Signature of the Candidate**

**(OR)**

I \_\_\_\_\_, hereby declare that am willing to attend the online interview for the post of **YP-I & YP-II** at ICAR- IIMR, Hyderabad on **19<sup>th</sup> June, 2023**. The following particulars of my relative(s) working in ICAR is/are furnished as per the requirement of the advertisement for attending the interview:

Name:

Designation:

Relationship:

**Date:**

**Place:**

**Signature of the Candidate**