

**ICAR-INDIAN INSTITUTE OF OILSEEDS RESEARCH  
RAJENDRANAGAR, HYDERABAD-500 30**

F.No.20-16/2014/FMS/Misc.

Date: 02.08.2022

**WALK-IN-INTERVIEW**

Walk-in-interview will be held on 22.08.2022 at ICAR-Indian Institute of Oilseeds Research, Rajendranagar, Hyderabad for the Temporary posts of Young Professional- II(One ) on a consolidated pay of Rs.35000.00 (fixed) and Young Professional-I(Two) on consolidated pay of Rs.25000.00(fixed) per month respectively initially for a period of one year.

YP-II (F&A): Vacancy- 1

Essential Qualifications:

B.Com/BBA/BBS (with minimum 60% marks) from a recognized University College and CA(Inter)/ICWA (inter)/CS(inter) (with minimum one year of experience in relevant field)

OR

B.Com/BBA/BBS (with minimum 60% marks) from a recognized University College and and MBA (Finance) or equivalent (with minimum 60% marks) from a recognized Institution (with minimum one year of experience in relevant field).

Knowledge of IT applications, virtual meeting platforms and computer skills (MS word, Excel, Power Point, Tally etc.) will be added advantage

Desirable Experience:

One year experience in Audit and Accounts.

Job Description:

Preparation of Receipts and Payments Account, BE & RE, BRS, Maintenance of Cash Book, Ledgers, GPF Account, Expenditure statement, deposit registers and any other related works pertaining to the Finance Division and also as assigned by the Head of Finance Division.

Emoluments: Rs.35,000 (fixed) per month.

Essential Qualifications:

YP-I (IT): VACANCY-1 (At Administration)

Essential Qualifications:

Graduates with at least 60% marks in Computer Application/Information Technology/Computer Science/Artificial Intelligence/Operating Systems/Software Engineering/Computer Graphics with One-year experience in the relevant field.

Desirable Experience:

Ability to understand and operate office automation packages like payroll, bill processing, Purchases, Finance and Accounts, knowledge in handling databases preferably SQL and operating user interfaces, working knowledge on Oracle and Java platforms and good communication skills to coordinate with the staff and software vendors Knowledge and experience on MIS/FMS system, PFMS, E-office, Uploading of information in CPP Portal and GEM (e-marketing)-

Job Description: (Administration)

- a) Assisting the Institute MIS-FMS Nodal Officer in assigning the role of Institute employees in the system as and when existing/new responsibility changes assigned.
- B) Providing User ID and Password to employees and managing the same and coordinating with IBM support team.
- C) Assisting, Office staff in doing transaction in the system for bills processing
- D) Providing hands on/short training session or regular basis to the employees on FMS/MIS, PFMS, E-Office, CPP Portal and GEM (E-marketing) and other computer based programmes applicable to the day to day official work.

**Emoluments: Rs.25,000 (fixed) per month.**

YP-I (IT): VACANCY-I (At Technical Information Cell)

Essential Qualifications:

Graduates with at least 60% marks in Computer Application/Information Technology/Computer Science/Artificial Intelligence/Operating Systems/Software Engineering/Computer Graphics with One-year experience in the relevant field.

Desirable Experience:

Experience with Computer operations and accounts related works with good communication skills.

Job Description: (TID Cell)

Preparation of AICRP Centre staff salaries, allocation of contingencies, RC, AICRP staff updation, correspondence with AICRP Centres and all AICRP related works including AICRP reports preparation etc. and file management, data compilation etc.

**Emoluments: Rs.25,000 (fixed) per month.**

**Terms and Conditions:**

1. Age Limit: 21- 45 years. The candidate's age should not be less than 21 years as on 01-08-2022 and not more than 45 years as on 1-8-2022 (with relaxation as per Govt. rules) in case of SC/ST/OBC & PH candidates.
2. No Objection Certificate from the present employer must be produced, if already working.
3. The above position is purely temporary and contractual basis.
4. There is no provision of re-employment after termination of the project/Scheme.

5. No. T.A. /DA will be paid to any candidate for attending the interview/written examination
6. Canvassing in any form will lead to cancellation of candidature.
7. The decision of Director, IOR would be final and binding in all aspects.
8. The Candidates must bring their latest passport size photograph, original certificates starting from SSC/Matriculation to the highest Degree and also self-attested copies of educational qualifications, age caste, experience, and publications etc. at the time of Walk-in-interview for verification. No candidate will be allowed for interview/written examination without original certificates.
9. The tenure of the selected candidate may be extended from time to time in accordance of the guidelines of the Council/ICAR.
10. Candidates may register their candidature from 9.30 a.m. to 10.30 am only on **22.08.2022**
11. Every Candidate has to wear face mask and use gloves compulsory & not to touch the walls, surrounding furniture items/railing etc. of the office while attending the Walk-in Interview/written examination.
12. All candidates are hereby advised to install Aarogya Setu app on their mobile phones having compatible mobile phones while attending the Interview. Aarogya Setu enables early identification of potential risk of infection and thus acts as shield for individuals and the community. With a view to ensuring safety in offices and work places.
13. Every candidate must verify their status on Aarogya setu app on the date of interview before coming to this Institute and ensure that he /she has not come in proximity of any infected person who is tested positive.
14. The Young professional (YP) shall be subject to the laws of Secrecy of the country and will sign a declaration of secrecy and Non-Disclosure Agreement before reporting (as Annexure-I).

**SR.ADMN.OFFICER**  
**For Director**

**Circulation to:**

1. The Directors/Project Directors of all Research Institutes under ICAR of Hyderabad.
2. Notice Board IOR.