

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

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

Date: 28.10.2022

WALK-IN-INTERVIEW

Walk-in-interview will be held on **10.11.2022 & 11.11.2022** 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(Four) on consolidated pay of Rs.25000.00(fixed) per month respectively initially for a period of one year.

For Young Professional-II on 10.11.2022

For Young Professional-I on 11.11.2022

Details of qualification, job requirement as per Annexure-I & II as applicable

Terms and Conditions:

1. Age Limit: 21- 45 years. The candidate's age should not be less than 21 years as on 01-11-2022 and not more than 45 years as on 01.11.2022 (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 **10.11.2022 & 11.11.2022 respectively.**
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.

**SR.ADMN.OFFICER
For Director**

Circulation to:

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

REQUIREMENT OF STORES SECTIONEssential Qualifications:**YP-I (IT): VACANCY-1 (At Stores Section)**

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:

Working knowledge in MS word and MS Excel as well as advanced features of Excel Domain knowledge related to Bill processing in FMS/MIS, PFMS, E-office and GeM Portal. Good communication skills to coordinate with staff as well as coordinating with support teams of FMS/MIS, PFMS and E-office and GeM port for issue resolution

Job Description:

- 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.

REQUIREMENT OF FINANCE & ACCOUNTS SECTIONEssential Qualifications:**YP-I(F & A): VACANCY-1 (At Finance & Accounts section)**

B.Com/BBA/BBS (with minimum 60% marks) from a recognized University/College. (With minimum One year of experience in relevant field).

Desirable Experience:

Knowledge of IT applications, virtual meetings platforms and computer skills (MS world, Excel, Power point, Tally etc.).

Job Description: (Finance & Accounts Section)

- a) Maintenance of Cash Book, Ledgers, GPF Accounts
- b) Preparation of Monthly Accounts and other expenditure statements
- c) Preparation of Receipts and payment accounts, Bank reconciliation statements
- d) Any other work assigned by Sr.Finance & Accounts Officer

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

REQUIREMENT OF ADMINISTRATION & FINANCE SECTION

Essential Qualifications:

YP-1 (IT): VACANCY-2 (At Administration & Finance Section)

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:

- a) Assisting to provide the User ID and Password to employees and managing the same and coordinating with IBM support team.
- b) Assisting, Office staff in doing transaction in the system for bills processing
- c) Assisting to provide hands on/short training session on 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.
- d) Any other works assigned in the Administration & Finance & Accounts section.

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

Young Professional-II (Administration)

Essential Qualifications:

YP-II (IT): POSITION-I

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.

OR

Masters in Computer Application/Information Technology/Computer Science/Artificial Intelligence/Operating Systems/Software Engineering/Computer Graphics.

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:

- a) Assisting to the 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) Providing the training on 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 completer based programmes applicable to the day to day official work.
- E) Any other works assigned by the Competent Authority from time to time.

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