

पत्र संख्या /F.No.39(332)/2023-Admn.

दिनांक /Dated: 04.07.2023

INTERVIEW NOTIFICATION

Applications are invited from eligible candidates for recruitment of Young Professional - I (Two Posts) on purely temporary basis at this institute.

Posts	Young Professional-I (Two Posts)
Project Name	Institute / Project
Duration	Upto one year and likely to be extended for 2 more years based upon performance.
Essential Qualification	Graduate in B.Com [General / Commerce / Accounting & Finance / Corporate Secretary ship / Bank Management / Honours / Banking, Finance & Entrepreneurship (BFE)] from a recognized University / College & One year of experience in relevant field.
Desirable	Working knowledge in Tally (preferably Teller Gold) Accounting Software, MIS-FMS, PFMS portal, E-Office, MS-Office.
Emoluments	Pay@ Rs.25,000 /- (Consolidated) per month
Age Limit	Maximum 40 years for men and 45 years for women as on the date of interview. Age limits are relaxable for SC / ST / OBC candidates as per rules.
Place of Post	ICAR-CIBA, Headquarters
Last Date for submission of biodata	10.07.2023
Date & Time of Interview	Will be intimated by e-mail
Mode of Interview	Suitable online platform/offline

OTHER TERMS AND CONDITIONS:

The Candidates fulfilling the above criteria may send their application in the prescribed proforma only along with bio-data through e-mail to fao.ciba@icar.gov.in / faociba@gmail.com positively on or before **10th July, 2023**. Applications received after the above said prescribed last date will not be entertained under any circumstances. Communication will be sent to the short-listed candidates only by email and to attend the online/offline interview to be conducted by ICAR-CIBA, MRC Nagar Chennai 28. The candidates who have received mail/phone intimation should appear for the online/offline interview with the required documents (UG & PG certificates/ experience certificates if any/ Resumes/ Testimonials/Caste certificates). The Director, ICAR-CIBA reserves the right to accept or reject any applications. ICAR-CIBA does not enter into correspondence with the applicants for not calling them for an interview.

Administrative Officer

Application

1.	Name of the project	
2.	Name of the post applied	
3.	Name (in Block Letters)	
5.	Date of Birth and age	
6.	Sex: M/F	
7.	Marital Status	
8.	Category: SC/ST/OBC (Scan copy of certificate to be attached)	
9.	Father/Husband Name	
10.	Address for Correspondence	
11.	Phone/Mobile No.	
12.	E-mail Address	

13. Qualification: **(Scan copies of certificates to be attached)**

Examination	Subject	Name of Institution	Year of Passing	% of marks/ GPA obtained
Doctorate				
Post-Graduation				
Graduation /Diploma				
Higher Secondary				
SSLC or Equivalent				
Others if any				

14.	Whether NET / GATE qualified : If yes, date of passing (Scan copy of certificate to be attached)	Yes / No
15.	No. of research papers / conference papers / other papers published	
16.	i) Working Experience(if any) ii) Whether currently employed If employed in State / Central Govt., Autonomous Body, PSU, NOC is required	
17.	Name and address of two referees along with phone number and e.mail ID	

18. Statement of Purpose in Maximum one page (About yourself, reason for opting this job and experience)

DECLARATION

I hereby declare that I have carefully read and understood the instructions and particulars on this application and that all entries in this form are true to the best of my knowledge and belief.

Signature

Date:

Place: