



ICAR- INDIAN INSTITUTE OF RICE RESEARCH  
Rajendranagar, Hyderabad – 30: Telangana  
Phone No's: 040-24591254 / 040-24591258



F.No:2-29/Admin/2021

Date: 02/12/2021

**NOTIFICATION**

ICAR – Indian Institute of Rice Research invites applications for positions of Young Professional-I & Office Assistant on contractual basis.

Sl. No.	Name of the position	No. of Post	Monthly Emoluments	Qualification
1.	Young Professional-I (CRP Bio fortification)	01	Rs. 25,000/- per month fixed	<b>Essential:</b> 1. B.Com With minimum 60 % marks from a recognized University 2. Knowledge of computer applications, virtual meeting platforms MS Office, FMS PFMS & computer skills <b>Desirable:</b> With minimum two year of experience in Accounts work
2.	Office Assistant (Testing Fee)	01	Rs. 15000/- per month fixed	<b>Essential:</b> Graduate from recognized University <b>Desirable:</b> With minimum two years experience in Administration work & knowledge in E Office

Eligible candidates may send their application in the prescribed pro-forma to the e-mail address [saodrr@gmail.com](mailto:saodrr@gmail.com) latest by **12.12.2021 at 5:00 PM** along with the Application form (enclosed in word format), self-attested scanned copies of original certificates of educational qualifications, experience certificates, additional qualifications (if any) to be uploaded as a Single PDF File in the same order as mentioned here.

After screening of the applications, the short listed candidates will be informed about the details of **Walk in interview/ Virtual Interview (Date and Time)** by email/mobile or displayed in the IIRR website.

Original documents will be verified at the time of appointment. If any candidate is found to have submitted false claims at later stage, their candidature will be summarily rejected.

**Terms & Conditions**

1. The above post is purely temporary initially for six months it may be extendable for two more year based on the performance and fund availability.
2. If large number of applications is received, the applications will be shortlisted for interview based on additional qualifications and experience.
3. Original documents will be verified at the time of appointment.

4. The interview of eligible, short listed candidates will be held Walk in on the prescribed dates and time which will be displayed in ICAR-IIRR website..
5. The candidates will have to send a soft copy of filled in application form duly signed as per the format annexed, along with the self-attested scanned copies of the original documents of the qualifications and a recent photograph pasted onto the scan application.
6. The selected candidate will be required to produce all the original documents and medical certificate at the time of joining.
7. Only the shortlisted candidates would be interviewed.
8. Concealing of facts or canvassing in any form shall lead to disqualification or termination of such candidates.
9. Mobile Number and E-mail ID must be entered in the prescribed application form; therefore, the applicant must have a valid operative email and mobile number.
10. No Objection Certificate from the present employer is must, if the candidate is already working.
11. The decision of Director would be final and binding in all aspects.

**AGE LIMIT: The minimum age under Young professional category will be 21 years and maximum 45 years with relaxation as per rules**

*M. E. G. G.*  
02/12/21  
Administrative Officer i/c