



भारतीय चावल अनुसंधान संस्थान
राजेंद्रनगर, हैदराबाद - 500 030
ICAR-Indian Institute of Rice Research
(formerly Directorate of Rice Research)
(Indian Council of Agricultural Research)



Rajendranagar, Hyderabad - 500 030; www.icar-iirr.org ; email: director.iirr@icar.gov.in
Director: 040-24591216/218; Chief Admin Officer: 040-24591321; Fax:040-24591217; email: hoa.iirr@icar.gov.in

F. No:2-29/CRP/2023

Date: 05.12.2023

NOTIFICATION

ICAR – Indian Institute of Rice Research invites applications for temporary position of Office Assistant on contractual basis.

Sl. No	Name of the position	No. of Position	Monthly Consolidated Emoluments	Qualification
1.	Office Assistant CRP-Biofortification	01	Rs. 15,000/- per month consolidated	Essential: Any Graduate including BA / B.Sc /B.Com Desirable: Proficiency in computers operations & bill preparation in FMS & PFMS.

Eligible candidates may send their application in the prescribed pro-forma to the e-mail address saodrr@gmail.com latest by **14.12.2023 at 5:00 PM** along with the Application form (enclosed in word format), with photograph, self-attested scanned copies of original certificates of educational qualifications, experience certificates, additional qualifications (if any) Aadhar & Pan card 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 (Date and Time)** by email/mobile /displayed in the IIRR website.

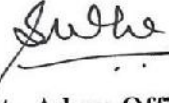
Original documents will be verified at the time of interview. If any candidate is found to have submitted false claims at later stage, their candidature will be summarily rejected.

Terms & Conditions

1. The above position is purely temporary initially for one year and 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 engagement.
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.

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



Asst. Admn Officer -Estt
सहायक प्रशासनिक अधिकारी
Assistant Administrative Officer
भाकृअनुप-भारतीय चावल अनुसंधान संस्थान
ICAR Indian Institute of Rice Research
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