

F. No. 2-12/ 2024/PME-Estt

Dated: 14.02.2024

WALK- IN- INTERVIEW

It is proposed to fill up one temporary post of Young Professional-I for the PME Cell, at this Directorate on contractual basis. Candidates having the prescribed qualifications as detailed below may appear for a Skilled test/ Interview on 29.02.2024 (10.30 AM) at this Directorate.

1.	Name of the post	Young Professional -I (One Post)
2.	Duration of engagement of YPs	Initial engagement of YP-I for a one year, however the maximum duration will not be extended beyond three years.
3.	Age limit	Minimum 21 years and maximum 45 years. As on date of interview ie. 29.02.2024 (Relaxation in age as per Govt. of India/ ICAR norms)
4.	Emoluments	Rs. 30,000/- per month (Consolidated)
5.	Essential qualification	Graduation/ Post Graduation (B.Com, M.Com, MBA, M.Sc, Computer Science).Post graduation is preferable with minimum 1 year of working experience.
6.	Job Description/ Desirable Experience	1. Knowledge of Secretarial assistance is must, good working knowledge in computer, usage of E-Office etc., 2. Work experience in PME cell in any of the ICAR institutes or CSIR institutes is preferable. 3. Preparation of budget details as per Council's guidelines on ERP, PFMS. 4. Maintenance of correspondence registers, Budget details, editing of reports, correspondence with Council as per SIC's instructions 5. Additional Qualification : Diploma in PGDCA
7.	Location of the work	ICAR- Directorate of Cashew Research, Puttur, 574 202. D.K. Karnataka

Terms & Conditions:

1. Above position is purely temporary, time bound and may be terminated any time by the competent authority without assigning any reason.
2. He / She shall be posted at ICAR-Directorate of Cashew research, Puttur, Karnataka
3. Relaxation of age as per Govt. of India/ ICAR norms such candidates claiming relaxation in age should produce caste certificate for the Competent Authority.
4. Candidate who is employed in Govt. organization should produce 'No Objection Certificate' from the Employer.

5. No TA/DA will be paid for appearing in the interview.
6. Candidates may appear for walk-in-interview with bio-data in prescribed format, two photographs and original testimonials and one set of photocopies of each (Self attested).
7. Candidates have to report at this institute one hour prior to scheduled time with all documents in original for verification.
8. Canvassing in any forms disqualify the candidate. The Director's decision will be final and binding in all respect.

Sd /
Administrative Officer

Copy to:

1. Dr. K.Vanitha, Senior Scientist, Scientist I/c of (PME Cell), ICAR- DCR, Puttur
2. Dr. Mohana G.S., Principal Scientist & AKMU I/c with a request to display in the website & also in E -Office Notice Board.
3. Notice Board (Library/ Kemminje/ Shanthigodu.)

**ICAR-DIRECTORATE OF CASHEW RESEARCH
Puttur, D.K., 574 202, KARNATAKA**

FORMAT OF APPLICATION

Young Professional - I (01 post)

1.	Name of the Candidate (In capital letters)		AFFIX RECENT PASSPORT SIZE PHOTOGRAPH			
2.	Father's /Husband's name					
3.	Sex	Male / Female				
4.	Date of Birth (Copy of SSLC certificate to be attached)					
5.	Age as on 29.02.2024					
6.	Marital Status	Married / Unmarried				
7.	Correspondence Address with (Contact No & email address)					
8.	Permanent Address					
9.	Whether SC/ ST/OBC/ Gen (Documentary evidence to be attached)					
10.	Nationality					
11.	Educational Qualifications					
	Name of the Exam	Name of Board/ University	Class / Division	Percentage	Year of passing	Subject taken
	1	2	3	4	5	6

12. Details of Experience (if employed: attach documentary support):

Name of the Employer	Designation	Pay scale & salary Drawn per month	Nature of employment Temp./Q.P./ Permanent	Date of joining	Date of leaving
1	2	3	4	5	6

13. Any other Information

I hereby declare that all the statements made above are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect/ineligibility being detected at any time before or after the Examination/Interview, action may be taken against me and I shall be bound by the decision of the employer. I further declare that I have read the Advt. carefully and I declare that I fulfil all the conditions of eligibility regarding age limit, educational qualifications etc., prescribed for the post.

Place:

Signature of the candidate

Date:

Enclosures:

1. Application form.
2. Bio-data
3. SSLC marks card/ Date of birth certificate proof.
4. SC/ST/OBC certificate if any.
5. Degree certificates and Marks cards (Copies)
6. Experience Certificate