



**NIELAN-TECHNOLOGY BUSINESS INCUBATOR
ICAR-INDIAN INSTITUTE OF MILLETS RESEARCH
RAJENDRANAGAR, HYDERABAD 500 030
WALK-IN-INTERVIEW**

JOB DESCRIPTION FOR EXECUTIVE SECRETARY

NIELAN, Technology Business Incubator of IIMR is looking for a competent Executive Secretary on contractual basis to organize and maintain the executive's schedule and assist them by performing a variety of administrative tasks, contribute to the efficiency of the overall business by ensuring all assigned administrative duties are carried on timely and efficiently. The duration of the contractual engagement is for three years and will be extended upto the termination of the project. However, we will review performance after one year, if found satisfactory will confirm extension for three years.

QUALIFICATIONS AND SKILLS

The applicant should have a degree or diploma in Secretarial services **or** Diploma from State Board of Technical Education and Training or in related field. He/she should be proficient in Shorthand and Typewriting. He/She should have 60/100 w.p.m. speed in typing and shorthand. More than 5 years of secretarial experience. He/She should be proficient in English and well acquainted with soft skills in MS office.

JOB DESCRIPTION

The incumbent will receive, direct and a relay telephone messages and fax messages, maintain the general filing system and file all correspondence, assist in the planning and preparation of meetings, conferences and conference telephone calls, make preparations for the same and coordinate with the administrative team, maintain an adequate inventory of office suppliers, look into and respond to the correspondences, maintain the schedule etc.

The incumbent should have good communication skills in English. He/She will be responsible for complete executive secretarial functions and general administrative functions and to maintain liaison with the respective both external and internal officials, possess high professional skills in typewriting and shorthand and generating MIS reports and preparing minutes of meetings, be able to handle travel bookings, visa processing etc., possess more than 5 years rich experience in independent handling all facets of executive secretarial activities related to Chief Executive Officer.

CONSOLIDATED EMOLUMENTS

A consolidated remuneration of Rs.30000/- is offered per month. Additional remuneration for exceptionally qualified and with proven experience with a ceiling of Rs 40000/- per month

HOW TO APPLY

Interested person (s) who fulfills the eligibility criteria and are willing to work in NIELAN-TBI may bring bio-data / resume and original certificates with a set of copies of the same with one recent passport size photograph before the Interview Committee **on 24-07-2017 at 2.00 pm**. No TA/DA is admissible for attending the interview. NIELAN-TBI of IIMR reserves the right to fill or not to fill the post mentioned above without assigning any reason(s).

Chief Executive Officer



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JOB DESCRIPTION FOR BUSINESS CUM PLANT MANAGER

NIELAN, the Technology Business Incubator of IIMR requires BUSINESS cum PLANT MANAGER on contractual basis to oversee all businesses and daily operations of the plant from production, manufacturing and marketing to ensuring policies and procedures, develop Standard Operating Procedures (SOP) that will optimize safety, quality and productivity. The duration of the contractual engagement is for three years and will be extended up to the termination of the project. However, we will review performance after one year, if found satisfactory will confirm extension for three years.

QUALIFICATIONS AND EXPERIENCE

The Applicant should be qualified in post graduate degree majoring in Food Technology / Food Engineering / Mechanical / Production/Agri business management/ commerce with 5-10 years' experience in related field. The candidates with PhD, the period will be considered as additional experience. The candidate should be able to drive continuous improvement and optimization of all processes.

JOB DESCRIPTION

Proven managerial experience, adequate knowledge of business and management principles (budgeting, strategic planning, resource allocation and human resources), Familiarity with safety rules, quality, productivity, demand creation, inventory and stewardship processes, computer literacy, ability to create accountability and to lead by example, strong team building, decision-making and people management skills and any other activities as per the project requirements.

CONSOLIDATED EMOLUMENTS

A consolidated remuneration of Rs.50000/- is offered per month. Annual increment of 10% will be considered based on review at the end of year.

HOW TO APPLY

The person (s) who fulfills the eligibility criteria and are willing to work in NIELAN-TBI may bring bio-data / resume and original certificates with a set of copies of the same with one recent passport size photograph before the Interview Committee **on 22-07-2017 at 10.00 am**. No TA/DA is admissible for attending the interview. NIELAN-TBI of IIMR reserves the right to fill or not to fill the post mentioned above without assigning any reason(s).

Chief Executive Officer



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JOB DESCRIPTION FOR TECHNICAL ASSISTANTS (8 Nos)

NIELAN, Technology Business Incubator of IIMR is looking for a competent Technical Assistants on contractual basis to oversee all daily operations of the plant from production and manufacturing to ensuring policies and procedures, develop processes that will maximize safety, quality and productivity. The duration of the contractual engagement is for three years and will be extended upto the termination of the project. However, we will review performance after one year, if found satisfactory will confirm extension for three years.

QUALIFICATIONS AND EXPERIENCE

- 1, **Six posts:** Anyone who passed SSC and having ITI (fitter or related) qualification with at least **2 years'** experience in the relevant field or diploma in Mechanical engineering (or) Electrical.
2. **One post:** SSC with diploma in marketing and proven experience 1-2 years in handling marketing/sales of food products
3. **One post:** Diploma in Home science or Food Technology with preferable experience in cooking with millets.

JOB DESCRIPTION

1. Packaging regulations, liaising with customers on any quality matters, and computer knowledge.
2. Assisting in business development/sales/marketing with knowledge on packing, labeling, branding, and liaising with clientele.
3. Assisting in recipe making and cooking with millets and Proven work experience in mechanical handling of machinery, food processing, quality control, FSSAI knowledge, food products development, to overseeing hygiene, housekeeping and food handling processes,

CONSOLIDATED EMOLUMENTS

A consolidated remuneration of Rs.15000/- is offered per month. A maximum of Rs 2000/- will be offered for working overtime as allowances.

HOW TO APPLY

The person (s) who fulfills the eligibility criteria and are willing to work in NIELAN-TBI may bring bio-data / resume and original certificates with a set of copies of the same with one recent passport size photograph before the Interview Committee **on 25-07-2017 at 10.00 am**. No TA/DA is admissible for attending the interview. NIELAN-TBI of IIMR reserves the right to fill or not to fill the post mentioned above without assigning any reason(s).

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JOB DESCRIPTION FOR COMPUTER DESIGNER EXECUTIVE

NIELAN, Technology Business Incubator of IIMR is looking for a Computer Designer Executive on contractual basis to design responsive websites and create designs/visuals, portal designs, using graphics designing tools. The duration of the contractual engagement is for three years and will be extended up to the termination of the project. However, we will review performance after one year, if found satisfactory will confirm extension for three years.

QUALIFICATIONS AND EXPERIENCE

Degree in fine arts / general degree with diploma in graphics/art courses and proficiency in computers with 2-5 years experience in the relevant area. He/She should have had proven experience in Photoshop or CorelDraw or any other designer software.

JOB PROFILE

- produce promotional material, develop internal branding material, ad design, logo and identity design, packaging design, design marketing flyers, newspaper ads, posters, brochures, photographs, annual reports cover, illustration, produce email based marketing campaigns
- web designs and maintenance, must be able to show that they have experience in creating websites in a range of formats and can showcase their work on the software Institute's site
- Any other work assigned by CEO from time to time

CONSOLIDATED EMOLUMENTS

A consolidated remuneration of Rs.30000/- is offered per month. The candidates with exceptionally rich experience may be offered with a higher remuneration with a ceiling upto Rs.40000/-.

HOW TO APPLY

Interested person (s) who fulfills the eligibility criteria and are willing to work in NIELAN-TBI may bring bio-data / resume and original certificates with a set of copies of the same with one recent passport size photograph before the Interview Committee **on 22-07-2017 at 2.00 pm**. No TA/DA is admissible for attending the interview. NIELAN-TBI of IIMR reserves the right to fill or not to fill the post mentioned above without assigning any reason(s).

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JOB DESCRIPTION FOR ADMINISTRATION & FINANCE EXECUTIVE

NIELAN-TBI of IIMR is looking for a competent Administration and Finance Executive to administer the financial requirements, handle administrative functions and general office needs as would be demanded by the exigencies of duty. This engagement would be purely on contractual basis and carry a monthly remuneration of Rs.25000/-. The duration of the contractual engagement is for three years and will be extended up to the termination of the project. However, we will review performance after one year, if found satisfactory will confirm extension for three years.

QUALIFICATIONS AND RESPONSIBILITIES

The applicant should have a basic degree and an experience in ICAR setup for more than 20 years, even those retired from government service will be considered however they should be fit to take up full time job and display confidence in applying the finance and administration procedures as laid out within the Govt. Familiarity with GFR 2017 would be preferred. The officer will assume a supportive role to the duties of the Chief Executive Officer. She/he will be required to undertake a number of office support and clerical duties. He/she will work in partnership with the Chief Executive Officer and to whom he/she will be accountable. He/she must be experienced in office management equipment and systems as well as financial management systems and possess highly developed computer skills covering word processing, electronic communications, spreadsheets, etc. The appointee will be expected to be willing to learn. In addition, he should be willing to take up any job entrusted by CEO from time to time.

COMPETENCIES

Strong interpersonal skills; commitment to teamwork and to working across disciplines, cultures and stakeholders at all levels, Strong managerial and financial oversight skills, covering the full programme / project cycle, Good judgment in balancing the need to follow orders and take initiatives, Well-organized, tidy and trustworthy person, methodical in his/her approach to the office environment and financial management of the programme, Proficiency in both written and. spoken English.

HOW TO APPLY

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Chief Executive Officer