



भाकृअनुप - भारतीय श्री अन्न अनुसंधान संस्थान
ICAR-INDIAN INSTITUTE OF MILLETS RESEARCH
राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030
Phone: 24599300 Fax no.24599304.www.milletres.in



Notification for Physical/Virtual interview

Applicants are invited for the post of **Project Staff** purely on a contractual basis in the **campus of ICAR-Indian Institute Millets Research, Hyderabad-500030**, through a **Physical or Virtual mode interview on 18th July, 19th July 2024.**

The eligible candidates are invited to attend their duly-filled bio-data in the enclosed application format 'Annexure – I' and 'Annexure – II', along with self-attested scanned copies (PDF/JPEG) of the relevant documents.

S. No	Name of the post	Mode of Interview	Date of Interview
1.	Project Assistant	Physical	18 th July, 2024
2.	Project Manager	Virtual	19 th July, 2024 (The eligible candidates may send their duly-filled bio-data in the enclosed application format 'Annexure – I' and 'Annexure – II', along with self-attested scanned copies (PDF/JPEG) of the relevant documents by e-mail to kalaisekar@milletres.in on or before 13th July, 2024. Only short-listed candidates will be called for an online interview on 19th July 2024).
3.	Assistant Project Manager	Virtual	19 th July, 2024 (The eligible candidates may send their duly-filled bio-data in the enclosed application format 'Annexure – I' and 'Annexure – II', along with self-attested scanned copies (PDF/JPEG) of the relevant documents by e-mail to kalaisekar@milletres.in on or before 13th July, 2024. Only short-listed candidates will be called for an online interview on 19th July 2024).
4.	Plant Manager	Virtual	19 th July, 2024 (The eligible candidates may send their duly-filled bio-data in the enclosed application format 'Annexure – I' and 'Annexure –

			<p>II', along with self-attested scanned copies (PDF/JPEG) of the relevant documents by e-mail to kalaisekar@millet.res.in on or before 13th July, 2024. Only short-listed candidates will be called for an online interview on 19th July 2024).</p>
5.	Field Manager	Virtual	<p>19th July, 2024</p> <p>(The eligible candidates may send their duly-filled bio-data in the enclosed application format 'Annexure – I' and 'Annexure – II', along with self-attested scanned copies (PDF/JPEG) of the relevant documents by e-mail to kalaisekar@millet.res.in on or before 13th July, 2024. Only short-listed candidates will be called for an online interview on 19th July 2024).</p>

Details of the Posts:

S No	Position	Project	Qualification details	Emoluments	Project Till
1.	Project Assistant Number of positions: One	Sustainable enhancement of Livelihood of Scheduled Tribal farmers of Tamil Nadu through improved production and value chain technologies of Millets.	<p>Essential Qualifications: Any Degree. Working experience in office procedure, file creation, management, account keeping.</p> <p>Roles and Responsibilities:</p> <ul style="list-style-type: none"> Assisting in office procedural operations, file creations/maintenance, logistics arrangements; planning and arrangement of meetings, records maintenance, day-to-day assignments. Arranging all logistics in conducting workshops, conferences, exhibitions, training programmes, field demonstrations and other such events to promote the activities of the project. Project account and expenditure maintenance, bill settlements, liasoning with different sections of office for smooth and faster completion of office procedures. <p>Works allocated by PI/CoPI as and when required.</p>	A fixed salary of Rs.21,000/- per month (Consolidated).	March, 2026
2.	Project Manager Number of positions: One	Sustainable enhancement of Livelihood of Scheduled Tribal farmers of Tamil Nadu through improved production and value chain technologies of Millets.	<p>Essential Qualifications: Master's degree in Agriculture/ Agribusiness management with Minimum 60% marks. 4-6 years 'experience in dealing with agricultural extension/agribusiness promotional activities/value-addition & value-chain management; Communication ability in Tamil and English.</p> <p>Desirable Qualifications:</p> <ul style="list-style-type: none"> Working experience in Tribal areas. Field survey & micro planning of crop cultivation in farmers field Experience in handling of millets processing machinery, commissioning and scheduling; value added product costing and documentation skills. Development of Business plans, Marketing plans, preparing DPRs, etc. 	A fixed salary of Rs.70,000/- per month (Consolidated).	March, 2026.

- Expertise in establishing millet processing lines and product development
 - Proficiency in Tamil and English, and handling computer software MS-Office.
- Roles and Responsibilities:**
- Beneficiary selection, filed management, input distribution, crop management.
 - Overall coordination and liaising with different stakeholders and beneficiaries, planning, executing and supervising administration and operations of the entire project on a regular basis.
 - Seed and other inputs procurement, handing, distribution to selected beneficiaries.
 - Demonstration of production technologies, processing and value addition machinery and equipment procurement, handling, operational assistances.
 - Marketing linkage meetings with various stakeholders in the value chain
 - Plan for Utilization of budget and preparation of financial statements in consultation with PI/CoPI
 - Predict resources needed to achieve the objectives and manage resources in an effective and efficient manner-
Ingredients procurement and linkages with FPO's
 - Establishing backward and forward linkages and Pilot plants replicating established model
 - Managing contracts and tenders with vendors and suppliers by assigning tasks and communicating expected deliverables.
 - Utilize industry best practices, techniques, and standards throughout entire project execution.
 - Define success and manage milestone deliverables as per prescribed deadlines with clear plans & proposals, and empowering

			<p>the team to be responsible for delivery.</p> <ul style="list-style-type: none"> • Frequently update all project-related documentation, status reports and stakeholder management throughout the lifecycle of the project. • Organize workshops, conferences, exhibitions, training programmes, field demonstrations and other such events to promote the activities of the project. <p>Works allocated by PI/CoPI as and when required.</p>		
3.	<p>Assistant Project Manager</p> <p>(Business management)</p> <p>Number of positions: One</p>	<p>Sustainable enhancement of Livelihood of Scheduled Tribal farmers of Tamil Nadu through improved production and value chain technologies of Millets.</p>	<p>Essential Qualifications: Master's degree in Business management/ Agribusiness management with Minimum 60% marks. Communication ability in Tamil and English.</p> <p>Desirable Qualifications:</p> <ul style="list-style-type: none"> • Working experience in Tribal areas. • Development of Business plans, Marketing plans, preparing DPRs, documentation skills, etc. • Expertise in establishing millet processing lines and product development • Proficiency in Tamil and English, and handling computer software MS-Office. <p>Roles and Responsibilities:</p> <ul style="list-style-type: none"> • Baseline data collection on socio-economic conditions of the target group. • Coordination and liaising with different stakeholders and beneficiaries, planning, executing and supervising administration and operations of the entire project on a regular basis. • Marketing linkage meetings with various stakeholders in the value chain. • Plan for Utilization of budget and preparation of financial statements in consultation with PI/CoPI • Predict resources needed to achieve the objectives and manage resources in an effective and efficient manner-ingredients procurement and linkages with FPO's 	<p>A fixed salary of Rs.40,000/- per month (Consolidated).</p>	<p>March, 2026</p>

			<ul style="list-style-type: none"> Managing contracts and tenders with vendors and suppliers by assigning tasks and communicating expected deliverables. Utilize industry best practices, techniques, and standards throughout entire project execution. Frequently update all project-related documentation, status reports and stakeholder management throughout the lifecycle of the project. Organize workshops, conferences, exhibitions, training programmes, field demonstrations and other such events to promote the activities of the organization and the project. <p>Works allocated by PI/CoPI as and when required.</p>		
4.	<p>Assistant Project Manager</p> <p>(Business Analytics/marketing)</p> <p>Number of positions: One</p>	<p>Sustainable enhancement of Livelihood of Scheduled Tribal farmers of Tamil Nadu through improved production and value chain technologies of Millets.</p>	<p>Essential Qualifications: Master's degree in Business management/ Agribusiness management/PG Diploma in business analytics or marketing, packaging. Working experience in business analytics, marketing linkages in food industry.</p> <p>Desirable Qualifications:</p> <ul style="list-style-type: none"> Working experience in Tribal areas. Development of Business plans, Marketing plans, preparing DPRs, documentation skills, etc. Expertise in analytics of business/marketing/supply chain/data & text mining Proficiency in relevant analytics software's. <p>Roles and Responsibilities:</p> <ul style="list-style-type: none"> Business data mining, predicting and creating viable marketing linkages for millets/agri-food products through analytics results Analysing field collected data, writing reports and publications based on results. Coordination and liaising with different stakeholders and beneficiaries, planning, executing and supervising administration and operations of the entire project on a regular basis. 	<p>A fixed salary of Rs.40,000/- per month (Consolidated).</p>	<p>March, 2026</p>

			<ul style="list-style-type: none"> Marketing linkage meetings with various stakeholders in the value chain. Plan for Utilization of budget and preparation of financial statements in consultation with PI/CoPI Predict resources needed to achieve the objectives and manage resources in an effective and efficient manner-Ingredients procurement and linkages with FPO's Managing contracts and tenders with vendors and suppliers by assigning tasks and communicating expected deliverables. Frequently update all project-related documentation, status reports and stakeholder management throughout the lifecycle of the project. Organize workshops, conferences, exhibitions, training programmes, field demonstrations and other such events to promote the activities of the organization and the project. <p>Works allocated by PI/CoPI as and when required.</p>		
5.	Plant Manager Number of positions: One	Sustainable enhancement of Livelihood of Scheduled Tribal farmers of Tamil Nadu through improved production and value chain technologies of Millets.	<p>Essential Qualifications: Degree in Business management/ Agribusiness management. Working experience in production/industry units.</p> <p>Desirable Qualifications:</p> <ul style="list-style-type: none"> Working experience in Tribal areas. Experience in store keeping, accounting, records maintenance. Proficiency in Tamil and English, and handling computer software MS-Office. <p>Roles and Responsibilities:</p> <ul style="list-style-type: none"> Managing the processing units, liaising with machinery engineers/technicians/manufacturers in trouble shooting processes as and when required Managing raw materials, processed and value added products, store keeping, accounting, records maintenance Coordination and liaising with different stakeholders and beneficiaries. 	A fixed salary of Rs.25,000/- per month (Consolidated).	March, 2026

			<ul style="list-style-type: none"> Assisting in marketing linkage meetings with various stakeholders in the value chain. Manage resources in an effective and efficient manner- Ingredients procurement and linkages with FPO's Managing contracts and tenders with vendors and suppliers by assigning tasks and communicating expected deliverables. Frequently update all project-related documentation, status reports and stakeholder management throughout the lifecycle of the project. <p>Works allocated by PI/CoPI as and when required.</p>		
6.	Field Manager Number of positions: One	Sustainable enhancement of Livelihood of Scheduled Tribal farmers of Tamil Nadu through improved production and value chain technologies of Millets.	<p>Essential Qualifications: B.Sc in Agriculture.</p> <p>Desirable Qualifications:</p> <ul style="list-style-type: none"> Working experience in Tribal areas. Experience in field crop cultivation. Experience in field data collection. <p>Roles and Responsibilities:</p> <ul style="list-style-type: none"> Assisting in beneficiary selection, distributing inputs Guiding farmers in field preparation, sowing, crop management and monitoring through the crop harvest. Providing scientific/technical inputs to the farmers in crop cultivation Collecting base-line data on field conditions, farmers' knowledge on millets cultivation technologies, processing, marketing, etc. Frequently update all project-related documentation, status reports and stakeholder management throughout the lifecycle of the project. <p>Works allocated by PI/CoPI as and when required.</p>	A fixed salary of Rs.25,000/- per month (Consolidated).	March, 2026

Terms and Conditions (Physical Mode):

- The above **posts are purely temporary and on a contractual basis** till the termination of the project. The selected candidates shall not claim for regular appointment/absorption in ICAR-IIMR or funding agency at the end of the project.
- Maximum age limit** (as on date of interview):
below 40 years for men & 45 years for women;

- Relaxation for SC/ST & OBC candidates as per rule.
- The candidate should attend the interview with duly filled-in application form (as per the Format-Annexure I enclosed) with a photograph affixed on it and signed. **Duly filled-in application form is compulsory.**
 - All the relevant original testimonials (date of birth, degree certificate, experience certificate, etc., if any) are to be shown and a set of attested copies of all the certificates will be required to be submitted by the candidates for verification, before joining, if selected. ***If any candidate is found to have submitted false information/claims at any stage, their candidature will be summarily rejected or the appointment will be terminated.***
 - **No TA/DA/ any other expenses will be paid for attending the interview.**
 - Candidates should bring their complete bio-data, duly self-attested certificates and mark sheets (From Class 10th onwards), experience certificate, and no objection certificate from their current employer at the appointment time. **Only the candidates having essential qualifications would be allowed to attend the Interview.**
 - Concealing of the facts or canvassing in any form shall lead to disqualification or termination of the candidate. The decision of the competent authority will be final and binding in all respects.
 - It may be noted by the candidate intending to attend the interview if any of his near or distant relatives is an employee of the ICAR - IIMR, have to declare his/her name, designation, nature of duties, relationship in writing (Annexure-II) along with the form application. If any such certificate and or declaration is furnished on the date of the interview and found that his relative is an employee of ICAR - IIMR, such candidate will not be allowed to appear for the interview. Moreover, even after joining, if the information is found to be false, her/his candidature is liable to be rejected and/ or termination of the contract. All the other candidates are also required to compulsorily submit the scanned declaration duly signed in the format (Annexure II) along with other documents.
 - In case of any disputes, it will be resolved within the jurisdiction of Hyderabad, Telangana court only.

Terms and Conditions (Virtual Mode):

- The above posts are **purely temporary and on a contractual basis** till the termination of the project. The selected candidates shall not claim for regular appointment/absorption in ICAR-IIMR or funding agency at the end of the project.
- **Maximum age limit** (as on date of interview):
below 40 years for men & 45 years for women;
Relaxation for SC/ST & OBC candidates as per rule.
- The duly filled-in application form (as per the Format-Annexure I enclosed) with a photograph affixed on it and signed, should be sent to **kalaisekar@millets.res.in** on or before **13th July, 2024.**
- All the relevant original testimonials (date of birth, degree certificate, experience certificate, etc., if any) are to be shown and a set of attested copies of all the certificates will be required to be submitted by the candidates for verification, before joining, if selected. ***If any candidate is found to have submitted false information/claims at any stage, their candidature will be summarily rejected or the appointment will be terminated.***
- No objection and experience certificate are required from the employer; in case he/she is employed.
- ***For short-listed candidates, the interview will be held Virtual on 19th July, 2024 from 10.30 AM and the details will be communicated through email.***
- The online reporting time for the interview will be communicated. The candidates shall adhere to the instructions and timings of joining the online interview. The candidate/s may be required to wait for access as per the waiting list.
- The candidates are advised to ensure good internet connectivity for the smooth conduct of the interview and download the relevant software to connect the link.
- No TA/DA/ any other expenses will be paid for attending the interview.
- Concealing of the facts or canvassing in any form shall lead to disqualification or termination of the candidate. The decision of the competent authority will be final and binding in all respects.

- It may be noted by the candidate intending to attend the online interview if any of his near or distant relatives is an employee of the ICAR - IIMR, have to declare his/her name, designation, nature of duties, relationship in writing (Annexure-II) along with the form application so as to reach us by 13th July, 2024. If any such certificate and or declaration is furnished on the date of the interview and found that his relative is an employee of ICAR - IIMR, such candidate will not be allowed to appear for the interview. Moreover, even after joining, if the information is found to be false, her/his candidature is liable to be rejected and/ or termination of the contract. All the other candidates are also required to compulsorily submit the scanned declaration duly signed in the format (Annexure-II) along with other documents through e-mail.
- In case of any disputes, it will be resolved within the jurisdiction of Hyderabad, Telangana court only.

**Sd/-
PI of the Project**

Application

Application for the post of: _____ (On contractual Basis)

Project name: _____

Latest passport
size photo

1. Name in block letters: _____
2. Parent/Spouse name: _____
3. Date of birth & age: _____; _____ years as on 18th or 19th July 2024.
4. Postal address for correspondence: Present & Permanent.

5. Mobile no: _____; email: _____

6. Educational Qualifications:

Sl. No	Qualifications	Name of the degree	Year of passing	Board/University, State	Subjects	Marks (% /GPA)
1.	Matriculation					
2.	Intermediate					
3.	Graduation					
4.	Post-Graduation					
5.	Any other					
6.						

7. Prior Experience (if any):

Sl. No	Name of the Organization/ Institute	Post	From To	Drawn Salary	Remarks
1.					
2.					
3.					

8. Additional Information which you would like to mention:

- a. Additional Academic/ professional Qualifications:
- b. Trainings Research Publications / reports / special projects:
- c. Awards/ Scholarships/ Official Appreciations: Affiliation with professional bodies/ institutes/ Societies:
- d. Any other information:

9. Whether belongs to SC/ST/OBC/OC/PH/Ex-servicemen (as per GoI norms):

10. I am also willing to be considered for any lower post in case my application for the applied post is ineligible or not shortlisted for further scrutiny. (Yes/No):

SELF DECLARATION

I _____, Son/Daughter of _____ hereby declare that all the statements made are true, complete, and correct to the best of my knowledge and belief. I also declare that (i) I have never been punished or debarred from the Government (central/state)/ autonomous organizations/ ICAR and (ii) I have not been convicted by a court of law for any offense. In the event of any information being found false/incorrect/ineligible being detected at any time before or after the appointment, action may be taken against me and I shall be bound by the decision of the employer.

Date: ___/___/___

Place: _____

Signature of the Candidate

DECLARATION

I _____, hereby declare that **none of my near or distant relatives is an employee of the ICAR-Indian Institute of Millets Research (IIMR)**. If found otherwise and in the event of non-declaring the same as prescribed in the advertisement, my candidature to the interview and my selection to the post be cancelled.

Date:

Place:

Signature of the Candidate

(OR)

I _____, hereby declare that am willing to attend the Physical /Virtual interview for the post of **Project Manager, Assistant Project Manager, Plant Manager, Field Manager & Project Assistant** (tick anyone) at ICAR- IIMR, Hyderabad on **18th or 19th July 2024**. The following particulars of my relative(s) working in ICAR is/are furnished as per the requirement of the advertisement for attending the interview:

Name:

Designation:

Relationship:

Date:

Place:

Signature of the Candidate