



भा० कृ० अनु० प०- राष्ट्रीय बीज विज्ञान एवं प्रौद्योगिकी संस्थान

I.C.A.R.--National Institute of Seed Science & Technology

(भारतीय कृषि अनुसंधान परिषद, कृषि शिक्षा एवं अनुसंधान विभाग, कृषि एवं कृषक कल्याण मंत्रालय भारत सरकार)
(Department of Agriculture Research & Education, Ministry of Agriculture & farmer's Welfare, GOI)

आई० सी० ए० आर० परिसर, मऊ (उ.प्र.) 275103

ICAR Campus, Mau-275103 (U. P.)

Phone No. 0547-2970721

Email- hoa.dser@icar.gov.in



F.No.01/NISST/2018-19/Estt-05/ 445

Dated:24/02/2025

साक्षात्कार सूचना/ INTERVIEW Notice

Candidates fulfilling the following eligibility criteria are invited to attend interview for engagement/ hiring of Young Professional-II (02 positions) & Young Professional-I (04 position) purely on contractual and short-term basis to work under the AICRP on Seed (Crops) project, AKMU Cell, Establishment & Purchase section and Finance & Accounts section at ICAR-NISST Hqs, ICAR campus Mau-275103 U.P. The eligibility criteria and other terms and conditions for the positions are as under:

मद संख्या/Item No.	Name of the P.I./प्रधान अन्वेषक का नाम	Name and number of the post/पद का नाम एवं संख्या	अनुभाग/परियोजना/Section /Project	Remuneration/परिलब्धि	आवश्यक योग्यता/Requisite Qualification	आयु सीमा/Age limit	साक्षात्कार तिथि/Date of Interview
01 (a).	Dr. Kalyani Kumari, Senior Scientist	Young Professional- II (one)	AICRP on Seed (Crops)	Rs. 42000/- (Consolidated)	Educational Qualification: 1. Post Graduate in Agriculture & Allied Sciences. 2. Certificate Course in computer knowledge for minimum three (03)	21-45 years as on date of interview (with relaxation as per rules)	To be communicated to successful candidates after shortlisting process.

				<p>months.</p> <p>Desirable:</p> <p>Knowledge of computer skill (MS word, Excel, Power point etc.)</p> <p>Minimum one-year Experience in database management work in agriculture or related science under laboratory/field in any ICAR/CSIR institute.</p> <p>Job</p> <p>_____ Descripti</p> <p>on: Database Management, assist in financial and administrative inventory management related to project. Candidate should have excellent knowledge of computer pertinent to data management and</p>		
--	--	--	--	---	--	--

					excel worksheet. Keeping full track of communication with different centers.		
1(b).		Young Professiona I-I (One)		Rs. 30000/- (Consolid ated)	<p><u>Educational</u> <u>Qualification:</u></p> <p>1. Graduate in agriculture & Allied sciences/Engin eering/ Technology.</p> <p>2. Certificate Course in computer knowledge for minimum three (03) months.</p> <p><u>Desirable:</u> Knowledge of computer skill (MS word, Excel, Power point etc.) Experience of work in Database Management work will be an added advantage.</p> <p><u>Job</u> <u>Descriptio</u></p>	21-45 years as on date of interview (with relaxation as per rules)	To be communicat ed to successful candidates after shortlisting process.

					<p>n: - Database Management, assist in financial and Administrative inventory management related to project. Candidate should have excellent knowledge of computer pertinent to data management and excel worksheet.</p>		
02.	Dr. Banoth Vinesh (Scientist)	Young Professional- II (One)	AKMU Cell	Rs. 42000/- (Consolidated)	<p>Essential Qualification: - Post Graduate with Computer Applications/Information Technology/Computer Science / Artificial Intelligence / Operating Systems/ Software Engineering/Computer Graphics.</p> <p>Desirable: -</p> <p>1. Minimum one-year experience in the relevant field</p>	21-45 years as on date of interview (with relaxation as per rules)	To be communicated to successful candidates after shortlisting process.

					<p>at ICAR/CSIR institutes.</p> <p>2. Knowledge in handling databases preferably SQL and operating user interfaces, working knowledge on Oracle and Java Platforms and good communication skills to coordinate with the staff and software vendors.</p> <p>3. Knowledge and experience in MIS/FMS system, PFMS, E-office, E-hrms, ERP, SPARROW & PIMS.</p> <p>Uploading</p>	
--	--	--	--	--	---	--

					<p>f information in CPP portal and GeM (e- marketing).</p> <p>4. Experience in maintenance of LAN system computers, Linux servers along with maintenance of Internet connectivity/Fir ewall etc.</p> <p>5. Maintenance and updation of websites and mo bile applications.</p> <p>6. Experience in handling online meetings.</p> <p>7. Designing dynamic databases and reporting tools.</p> <p><u>Job Description:</u></p>		
--	--	--	--	--	---	--	--

					<p>1. Assisting the institute MIS-FMS Nodal Officer in assigning the role of institute employees in the system as and when existing/new responsibility changes assigned.</p> <p>2. Providing User Id and Password to employees and managing the same and coordinating with IBM support team.</p> <p>3. Assisting Office staff in doing transaction in the system for bill processing.</p>		
--	--	--	--	--	---	--	--

					<p>4. Providing hands on/short training session on regular basis to the employees on FMS/MIS, PFMS, E-office, CPP Portal and GeM and other computer based programmes applicable to the day to day official work.</p> <p>5. Maintenance of LAN system, firewalls, internet connectivity, and institute's computers.</p> <p>6. Maintenance of audio-</p>	
--	--	--	--	--	--	--

					<p>visual operating systems and video conferences.</p> <p>7. Maintenance of website and mobile applications.</p> <p>8. Maintenance and updating of different databases.</p> <p>9. Coordinating online meetings using various platforms.</p>		
03.	Sh. Ghanshyam Mandal (Finance & Accounts Officer)	Young Professional I - I (One)	Finance and Accounts Section	Rs. 30000/- (Consolidated)	<p>Essential Qualification: - B.Com/BBA/BBS (With minimum 60% marks) from a recognized University/College (With minimum 01 year of experience in</p>	21-45 years as on date of interview (with relaxation as per rules)	To be communicated to successful candidates after shortlisting process.

					<p>relevant field). Knowledge of IT applications, virtual meeting platforms and computer skills (MS word, MS Excel, PowerPoint, Tally etc.) will be added advantage. Desirable:</p> <ul style="list-style-type: none"> * Diploma in Computer Application * Ability to understand and operate office automation packages like payroll, bill processing, purchase, finance and accounts, including FMS, PFMS etc. * Proficiency in typing in English and Hindi. * Experience of work in ICAR. 		
04(a).	Sh. Chandra Mauli Sharma (Administrati	Young Professiona I-I (One)	Establish ment and Administra tion	Rs. 30000/- (Consolid ated)	Essential Qualificatio n: - Graduate in any	21-45 years as on date of interview	To be communic ated to successful candidates

	ve Officer)			<p>discipline.</p> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> * Diploma in Computer Application * Proficiency in typing in English and Hindi. * Sound knowledge of computer applications like MS-Word, Excel and PowerPoint etc. * Knowledge and experience on MIS/FMS system, PFMS, E-office. * Hands on knowledge of GeM/ CPP Portal and other e-procurement, upload/initiate bids on GeM/ CPP Portal, upload corrigendum whenever required. * Must have 	(with relaxation as per rules)	after shortlisting process.
--	-------------	--	--	--	--------------------------------	-----------------------------

					<p>good experience of understanding language of tenders.</p> <p>* Knowledge of steno/shorthand either in English/Hindi.</p> <p>* Experience of work in ICAR</p>		
04(b).		Young Professional-I (one)	Store and Purchase Section	Rs. 30000/- (Consolidated)	<p>Essential Qualification: - Graduate in any discipline.</p> <p>Desirable:</p> <p>* Diploma in Computer Application</p> <p>* Hands on knowledge of GeM /CPP Portal and other e-procurement, upload/initiate bids on GeM/CPP Portal, upload corrigendum whenever</p>	21-45 years as on date of interview (with relaxation as per rules)	To be communicated to successful candidates after shortlisting process.

					<p>required.</p> <ul style="list-style-type: none"> * Must have good experience of understanding language of tenders. (Both in * Good knowledge on mode of procurement, Purchase requisition, Bids, Reverse auction, Order Management etc. * Experience of work in ICAR. 		
--	--	--	--	--	---	--	--

Terms and Conditions: -

1. The above position is purely temporary and the appointment will be co-terminus with the termination of the project. Other terms and conditions will be as per the guidelines for Young Professional-II and Young Professional-I working in the ICAR schemes.
2. Candidates are required to send his/her application form in prescribed format and duly affixed recent passport size photograph along with photocopies of testimonials/experience etc. to aoicar@yahoo.com. The mailed application along with necessary enclosures should clearly indicate the name of the position applied for. If any candidate is applying for more than one position, he needs to apply for every position separately. Original documents will also be checked at the time of interview.
3. No TA/DA will be paid for attending the Interview, if any.
4. All eligible candidates are requested to be present one hour before the scheduled time on date of interview for necessary formalities.
5. Number of positions may vary according to requirement.

6. Young Professional-I will be engaged purely temporarily on contractual basis. Initial engagement of YP will be for one year which is extendable for two more years (01 year at a time) subject to requirement of the services of the YP in the NISST and satisfactory performance of the candidate after evaluation by officers of level of Director. Thus, maximum duration of engagement of YP in the ICAR/NISST Hqrs, is three years (1+1+1). The Institute will not be held responsible to give regular appointment after expiry of the term to the incumbent.
7. In case the dates of interview fall on holiday, even then, there will be no change in the schedule of interview.
8. Persons already in employment should bring "No Objection Certificate" from their present employer.
9. Canvassing in any form will render the candidate disqualified for the contractual engagement.
10. The selected Young Professional (YP) shall be subjected to the laws of secrecy and Non-Disclosure Agreement before reporting (Annexure-I)
11. The engagement will not constitute a regular job or appointment of any nature in the ICAR.
12. During the term of engagement, the YP shall comply with the Standards of Conduct. Failure to comply with the same will become a ground for termination of the YP without notice.
13. The service of candidates can be dispensed with/without any notice if his/her service are no more required or his/her contribution is not up to the mark or if sufficient budget is not available.
14. At the time of the verification of original documents (even after selection) if it is found that an attempt has been made by the applicant to willfully conceal any information or misrepresent the facts or canvass, such application will not be considered for selection and due action will be taken.
15. Incomplete applications will liable to be rejected.
16. The Director, ICAR-NISST reserves the right to fill either all the posts or part of the declared vacancies without assigning any reasons thereof. The decision of the Director of the Institute will be final and binding in all aspects.
17. The candidate would not resort to any clerical error.

18. Application and Selection Process: -

- a) The applicants are required to submit their applications via mail only to aoicar@yahoo.com upto 04.03.2025.
- b) The date of interview will be communicated separately to shortlisted candidates.
- c) Upon declaration of result, offer letter will be mailed to successful candidates.

19. The recruitment of Young Professional(s) would be subjected to T&C laid down in ICAR O.M. no. Agril.Edn.1-06/2020-A&P dated 04.12.2020.


(Chandra Mauli Sharma)
Administrative Officer

Encl: as above:

1. Application proforma
2. Non-Disclosure Agreement before reporting. (Annexure-I)

ICAR-National Institute of Seed Science & Technology Kushmaur, Mau – 275103 (Notification/Advertisement F.No.01/NISST/2018-19/Estt-05/ dated:09.01.2025)	Latest Passport Size photograph
Application for the post of: (S.No.)	
Date of Walk-in-Interview:	

1.	Full Name in Block Letters			
2.	Father/Husband Name			
3.	Sex	Male/Female/Transgender		
4.	Date of Birth and Age As on date of walk-in-interview (attach self-attested photo copy)	D.O.B.:	Age:	
5.	Category (Gen/SC/ST/OBC/PH) (attach self-attested photo copy)- the caste certificate must be in the prescribed format issued by Govt. of India			
6.	Address for Communication with PIN Code:			
	Contact No.:	Mobile No:		
	E-mail:			
7.	Educational Qualifications (From Highest degree onwards) Attach self-attested photo copy of Highest degree & Proof of date of birth (10 th Class, etc.,)			
	Qualifications	Board/Univ.	Division	% of Marks
	(a)			
	(b)			
	(c)			
	(d)			

8.	Experience if any (attach a Self-attested photocopy)	Name of the Organization	Designation	Duration
9.	Other Information, if any			

UNDER TAKING

I do hereby declare and certify that the information furnished in the application are correct and true to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/ incomplete or ineligibility being detected at any time before or after the test/ selection, my candidature is liable to be rejected/ cancelled without notice. I shall be bound by the decision of Director, ICAR-NISST, Mau.

Place:

Date:

Signature of the Candidate:

ANNEXURE-I

I..... Sh./Ms./Mrs. s/o, d/o Sh.
..... will comply with the Official Secrets Act, 1923, as amended from time to time and will not disclose any information/date acquired by me during my engagement to any unauthorized person(s). I will not, except with the prior sanction/approval of competent authority in ICAR, or in the bona fide discharge of my duties, publish a book or a compilation of articles or participate in media broadcast or contribute an article or write a letter to any newspaper(s) or periodical(s) either in my own name or anonymously or pseudonymously in the name of any other person if such book, article, broadcast or letter related to subject matter pertaining to official business of ICAR.

Signature: -

Name: -

Address: -

.....

.....

Mob. -

E-mail-

DECLARATION

(To be submitted in advance by candidates whose relative(s) is an employee of ICAR-NISST; other candidates will furnish it at the time of Walk-in-interview)

I , declare that none of my near or distant relative(s) is an employee of the Indian Council of Agricultural research (ICAR)/ICAR-NISST, Mau.

Or

I , declare that I am related to the following Individual(s) employed in ICAR-NISST, Mau whose name(s), designation, nature of duties and relationship with me is furnished below:

Name:

Designation:

Institute/organization:

Nature of duties:

In the event of the above cited information is found to be incorrect or concealing any facts, my candidature to the interview/selection to the post is liable to be cancelled.

Date:

Place: