



ICAR - CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE
Santoshnagar, Saidabad Post, Hyderabad - 500 059



F. No. 1-22(21)/2024-25/Estt

Date :25.10.2024

Advertisement No. 19/2024

The temporary position of Administrative Assistant is proposed to be filled up under the project entitled "National Innovations in Climate Resilient Agriculture (NICRA) project at ICAR-CRIDA, Hyderabad. The required qualification details are given below:

S.No.	Name of position and Number of Vacancies	Qualification	Emoluments
1.	Administrative Assistant -1 No. (Appointment will be initially for 4 months and liable to be extended in period of 4 months)	Essential: <ul style="list-style-type: none">➤ Master's degree in Commerce➤ Typewriting in Lower Grade (English)➤ Work experience in Ms-Office Desirable : <ul style="list-style-type: none">➤ Experience in creating of data bases and handling information	Rs. 25,000/- per month (consolidated)

NOTE:

The upper age limit as on the date of interview - 45 years

The position is purely temporary and co-terminus with the project. Eligible candidates may present themselves for a Walk-in-Interview on 11.11.2024 at ICAR-CRIDA, Santoshnagar, Hyderabad 500059, latest by 11.00 hrs. Candidates reporting after 11.00 hrs will not be entertained. Candidates possessing prescribed qualifications will only be considered for interview. They should bring along with them filled-in application form in the attached proforma along with one set of self-attested copies of certificates related to qualification/age/experience etc. **All original certificates should be presented for verification.** No document other than pass certificate or provisional pass certificate will be accepted as proof of completion of a course. The date of interview shall be the crucial date for determining age and educational qualification. No TA/DA will be paid for attending the interview. **Selection of candidates shall be provisional subject to verification of original certificates.** Impersonation is a cognizable offence & strictest disciplinary action shall be taken to punish the candidate/s caught guilty as considered suitable including but not limited to filing a FIR with the local police authorities. Decision of Director, ICAR-CRIDA shall be final and binding on applicants.

Further updates, if any, shall be posted on Institute website <http://www.icar-crida.res.in>. Candidates are therefore advised to visit the website regularly.

Administrative Officer

25/10/24



Application

Position No. Name of the Position :

Affix recent
passport
size
photograph

1. Name of the Candidate (in Block Letters) :
2. Father's/Husband's Name (strike off whichever is not applicable) :
3. Date of birth :
4. Whether belongs to SC/ST/OBC/PWD :
5. Address for Correspondence with PIN code :
6. Telephone / Mobile number :
7. E-mail address (in block letters) :
8. Educational Qualifications (Graduation onwards)

	Name of Degree	University	Discipline	% of marks or equivalent OGPA	Year of Passing
Graduation					
Post-Graduation					
Ph.D					

9. Whether qualified NET? If yes, date of validity of NET Certificate :

10. Details of relevant experience

Organisation	Position	Period of service		Experience in years
		From	To	

11. No. of publications, if any :

It is certified that the information furnished above are true to the best of my knowledge and belief. I understand that in case any information is found to be false, my candidature/engagement is liable to be cancelled / terminated forthwith.

Date:

Signature of the Candidate

(Please attach a set of self-attested copies of certificates to this application)