



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

Date :10.09.2024

Advertisement No. 13/2024

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.	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 **25.09.2024** 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



ICAR – Central Research Institute for Dryland Agriculture
Santoshnagar, Saidabad PO, Hyderabad- 500 059 (Telangana)



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)