



ICAR - CENTRAL TOBACCO RESEARCH INSTITUTE

RAJAHMUNDRY - 533 105, A.P.,
(An ISO 9001:2015 Certified Institute)

<http://ctri.icar.gov.in>

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No.F.1(1)(Y.P-I)(Admn.)/2024-25-Adm.I

Date: 25.07.2024

NOTIFICATION FOR WALK-IN- INTERVIEW FOR YOUNG PROFESSIONAL - I

Applications are invited in the prescribed format for walk-in-interview for positions of **Young Professional-I** in Accounts & Administration Departments on contractual and co-terminus basis at ICAR-Central Tobacco Research Institute, Rajahmundry, A.P, 533105, as detailed below:

Sl. No.	Name of the Temporary Position	No. of Positions	Qualifications
1	Young Professional – I ACCOUNTS	1	Essential: 1) B.Com/BBA (with minimum 60% marks) from a recognised University. 2) Minimum 1 year of experience in Admn./ Accounts related work in any Govt. Office / PSU / Autonomous body office / Organisation with a valid certificate. Desirable: 1) M.Com/MBA Qualification. 2) Knowledge of PFMS, FMS, Bill preparation, Accounting, IT applications, and computer skills. 3) Capable of making official communications, computer typing, MS Word, Excel etc.
2.	Young Professional – I ADMINISTRATION	2	Essential: 1) Graduation in any Discipline (with minimum 60% marks) from a recognised University. 2) Minimum 1 year of experience in Office Administration related work in any Govt. Office / PSU / Autonomous body office / Organisation with a valid certificate. Desirable: 1) Relevant Higher Educational Qualification. 2) Knowledge in Computer applications via MS Word, Excel; Latest Government Office Procedures via., GeM, e-Office, PFMS, FMS and Good Typing Skills. 3) Good Noting, Drafting and analytical skills. Capable of making official communication through e-mails etc.

Age Limit:

- 21 – to 45 years, age relaxation as per rules.

Remuneration:

- Consolidated amount of **Rs.30,000/-** per month.

Note: The above three positions are temporary in nature and are initially for a period of one year only.

OTHER TERMS AND CONDITIONS:

1. **Interested candidates have to submit their applications separately for each position.** Shortlisting/ Scrutinization of applications will be based on the applications received for each position. (ONE APPLICATION FORM FOR MULTIPLE POSTIONS WILL BE SUMMARLY REJECTED).
2. Application Form in the PRESCRIBED FORMAT duly signed (ANNEXURE-I attached) along with self-attested certificates in a properly closed envelope will only be considered for selection.
3. The application envelope should be clearly titled with position for which it is applied by the candidate, along with this notification number & Date.
(Ex.“ **Application for the position of _____vide Notification No._____dated 25.07.2024**”)
4. The engagement will be purely on contractual basis, non-regular & co-terminus under ICAR-CTRI, Rajahmundry. The incumbent shall not have any claim for regular appointment under ICAR-CTRI/or ICAR or any further contractual engagement on termination of the scheme. The services of the incumbent shall stand terminated automatically on expiry of the period given in the offer letter.
5. The tenure of engagement will be initially for a period of one year from the date of engagement. Subject to extension/continuation/approval of terms of the scheme, the engagement of the above positions may be further extended for 1 more year OR as decided by the competent authority subject to satisfactory performance of selected candidate ,work requirement and budget allocation .
6. The selected candidate shall have no legal right to claim regularization by absorption or otherwise or against any regular post or any further continued engagement on termination of the scheme, in the ICAR-CTRI and/or ICAR.
7. The last date for receiving of properly closed application(s) through **Speed post / Registered post/ Courier / By hand is 06th AUGUST, 2024.** The application(s) received after due date, not found in prescribed attached proforma, incomplete and/or not attached with requisite documents, will not be considered in any case.
8. Interested and eligible candidates may apply and submit self-attested & signed copy of their duly filled prescribed application as per attached proforma “Annexure-I” **addressed to “The Director, ICAR-CTRI, Rajahmundry-533 105, E.G.Dist., A.P.”**
 - a) 10th standard Mark sheet cum Certificate.
 - b) 12th standard Mark sheet cum Certificate.
 - c) Mark sheet and Degree Certificate of Graduation.
 - d) Mark sheet and Degree Certificate of Post Graduation.
 - e) Ph.D Degree Certificate (if applicable).
 - f) SC/ST/OBC Certificate (if applicable).
 - g) No Objection Certificate from present employer (if applicable).
 - h) PWD/Physically Challenged Certificate (if applicable).
 - i) Experience certificate(s) from employer(s).
 - j) First page of the publication/research article (if applicable).
 - k) Any other
9. Candidates will be shortlisted for Interview on the basis of their qualification, experience, publication etc. submitted by the candidates with the duly filled application form and considering relevant criteria as per job requirement of the position.

:3:

10. The shortlisted candidates for attending INTERVIEW **will be intimated through e-mail only**. Therefore candidates should clearly mention their e-mail ID in the application form for the purpose.
11. The services of the incumbent shall stand terminated on expiry of the period given in the engagement offer or even before, if not found satisfactory or due to any other administrative reasons. The selected Young Professionals may also leave the assignment, on their own volition, by giving one month notice. On completion of term of the contractual engagement Young Professionals shall have no right to claim any employment or engagement or absorption in the ICAR-CTRI and/or ICAR.
12. Age relaxation for SC/ST upto 5years; for OBC upto 3 years; for PwD 10 years (15 yrs. For SC/ST and 13 yrs for OBC candidates) will be admissible.
13. The selected candidates at their expenses will be medically examined for fitness before engagement.
14. No TA/DA will be paid for appearing in the Interview.
15. Candidate fulfilling the essential Qualifications and eligibilities criteria only need to apply. The self attested document furnished by the selected candidate (s) with his/her application form shall be verified from original documents before the interview on the date of interview.
16. Concealing of facts or canvassing in any form shall lead to disqualification of the candidature and / or termination of engagement even after appointment.
17. The Director, ICAR-CTRI reserves the right to cancel/withdraw the position of proposed Young Professional (II / I). The decision of the Director, ICAR-CTRI shall be final and binding on all aspects.
18. All legal disputes shall be settled under Andhra Pradesh jurisdiction.

(V BHAGYA LAKSHMI)
ADMINISTRATIVE OFFICER

N-1668
25/7/24

APPLICATION FOR YOUNG PROFESSIONAL-I**(ON CONTRACTUAL & CO-TERMINUS BASIS)**

For the positions notified in the ICAR-CTRI, Rajahmundry
Notification No.F.1(1)(Y.P-I)(Admn.)/2024-25-Adm.I, dated 25.07.2024

(A) General Information:

1.	Position Applied (Sl. No.of position)			Please affix your recent passport Size photograph here
	(*SEPARATE APPLICATIONS SHOULD BE SUBMITTED IF APPLYING FOR MORE THAN ONE POSITION)			
2.	Full Name (in Block letters)			
3.	Father's/Husband's Name			
4.	Gender		5. Marital Status	
6.	Date of Birth			
7.	Age as on 05.08.2024			
8.	Mobile No.			
9.	E-mail address			
	Alternate e-mail address			
10.	Correspondence Address			
11.	Permanent Address			
12.	Whether General/SC/ST/OBC/PH			

(A) Academic Qualifications

Sr: No.	Subjects/ specialization	Name of degree	Board/ University	Year of passing	Duration of Course (in years)	Max. Mark/ OGPA	Marks/ OGP A obtained	Percentage
1.	10" class/ equivalent							
2.	10+2/Higher Secondary equivalent							
3.	Bachelor's Degree							
4.	Master's Degree							
5.	Ph.D Degree							
6.	Other (specify)							

Contd...2

(C)Additional Qualification:

Are you NET qualified?	Yes/No, IF YES, Year & Which of the following: 1. CSIR-CSIR-UGC National Eligibility Test 2. MHRD-Graduate Aptitude Test in Engineering admission 3.DBT- Biotechnology Eligibility Test & Test conducted in Bio-informatics National Consortium 4. DAE- JEST & JGEEBILS, NBHM 5. ICMR- JRF Entrance Examination 6. ICAR-Test conducted by ICAR for admission to Ph. D programme 7. DOP- GPAT 8. Others
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(D) Experience (duly supported with certificates issued by Concerned Employers)

Chronological list of experience						
Sr. No.	Designation	Name of the Employer	Period of experience		No. of years/months	Nature of work done
			From date	To date		
1.						
2.						
3.						
4.						

(E) Publication

1. Published research papers in journals with list	
2. Chapter published in Books& popular articles	
3. Books published	
4. Others	

Please state whether you are employed at present:**Yes/No**

If yes, then give details of Employer with full Address and produce No Objection Certificate	
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(G) Additional information, if any:

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Declaration: The information given above by me are true to the best of my knowledge and belief. If any information and/or document is being found false, my candidature/services, if selected, may be terminated without any notice beside other action under IPC. I also declare that none of my near or distant relative {if yes, details are

(Name)...... **(Designation).**.....**(Institute name).**..... is working in ICAR/ its Institutes etc.

Place:

Date:

Signature of Applicant

Enclosures:

a.	10th standard Marksheet cum Certificate	Yes	No
b.	12th standard Marksheet cum Certificate	Yes	No
c.	Marksheet and Degree Certificate of Graduation	Yes	No
d.	Marksheet and Degree Certificate of Post-Graduation	Yes	No
e.	Ph.D Degree Certificate	Yes	No
f.	Desirable Qualification, if any - Please Specify	Yes	No
g.	NET Qualification - Please Specify	Yes	No
h.	SC/ST/OBC Certificate (if applicable)	Yes	No
i.	No Objection Certificate from present employer	Yes	No
j.	PWD/Physically Challenged Certificate (if applicable)	Yes	No
k.	Experience certificate(s)- issued by Concerned Employers, Please Specify	Yes	No
l.	Any other (Please Specify) i) ii)	Yes	No

Please attach Self Attested Copies only & place tick mark where applicable.