

**ICAR – NATIONAL RESEARCH CENTRE FOR BANANA
TIRUCHIRAPALLI.**

Advertisement No: 03/2020

Date: 01.02.2020

WALK IN INTERVIEW

Walk-in-Interview for the selection of **Office Assistant (One post)** on contractual basis under the under the “National Agriculture Innovation Fund (NAIF)” scheme of ICAR – Component II will be held at our centre on **07.02.2020 (Friday) at 11.00 AM**. The post is purely temporary and co-terminus with the project. Eligible candidates may attend the Walk-in-Interview at the above address.

Name of the Project	:	National Agriculture Innovation Fund (NAIF) scheme of ICAR – Component II
Duration of the Project	:	31.03.2020 and likely to be extendable
Name of the Post	:	Office Assistant
Number of Post	:	One
Fellowship (as per ICAR guidelines)	:	Rs.15,000/- (consolidated) per month
Essential Qualification	:	First class in B.Sc. (Agriculture / Horticulture) or relevant field of specialization

General Terms and conditions:

1. Age limit: Not more than 35 years for men and 40 years for women for Office Assistant. Age relaxation shall be applicable as per rules.
2. The above position is purely on temporary basis and co-terminus with the project. There is no provision for re-employment after termination of project. The selected candidate will not have any right for claiming pay scale or absorption against any regular post being vacant on a later date at this institute.
3. No TA / DA will be paid for attending the interview.
4. Candidates who have passed the required qualifications only should come for the walk-in-interview.

Candidates attending the Walk-in-Interview should neatly type the application in the format prescribed in MS-WORD – TIMES NEW ROMAN FONT – 12 SIZE and submit the same along with attested copies of educational qualifications, experience and publications etc. at the time of attending the Walk-in-Interview. **Original certificates should also be brought for verification at the time of Walk-in-Interview.** Candidates already working should produce necessary “No Objection Certificate” in case he / she is employed elsewhere.

Administrative Officer I/c

APPLICATION FORM

Affix recent
Passport size
Photograph

1. Name of the post applied for :
2. Name of the Project :

3. Name of the candidate (in block letters) :
4. Father's / Husband's Name :
5. Sex : Male / Female
6. Date of Birth (in Christian Era) :
(please attach proof)
7. Age :
8. Marital status : Single / Married
9. Permanent address with contact
Phone / Mobile No. :

10. Correspondence address with contact
Phone / Mobile No. :

11. Educational Qualifications (Attested copies of certificates / mark sheets to be attached
(In chronological order starting from minimum qualification)

Name of the exam passed	Name of the board / university	Class / Division / Percentage	Year of passing	Subject taken

Title of Post Graduate thesis / dissertation:

12. Details of experience (Particulars of all previous and present employment) (Proof may be attached)

Name of the employer	Date of joining	Date of leaving	Nature of duties performed & Designation	Salary last drawn and scale of pay

13. Publications

S.No.		Title & Publication details
1.	Referred J- International	
2.	Referred J- National	
3.	Popular articles	
4.	Books	
5.	Any others	

I hereby declare that all the statements given above 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 Government (Central / State), Autonomous Organization and ICAR service (ii) I have not been convicted by a Court of Law, for any offence. In the event of any information being found false / incorrect / ineligibility being detected at any time before or after the examination / interview, action may be taken against me and I shall be bound by the decision of the employer.

Place:

Signature of the candidate

Date:

Application not signed by the candidate will be REJECTED.

Certified that the information furnished by the candidate has been verified from the Office / Service record and found correct.

Place:

Signature and stamp

Date:

CHECK LIST

The following documents have to be attached by the candidate while appearing for the walk-in-interview.

1. SSLC Mark sheet of the candidate :
2. HSC mark sheet of the candidate :
3. UG degree certificate, consolidated mark sheet :
4. PG degree certificate, consolidated mark sheet:
5. Ph.D. degree certificate, if acquired :
6. NET / GATE certificate, if acquired :
7. Community certificate, if age relaxation is claimed :
8. Experience certificate, if any :
9. Publications documents, if any :

Signature of the candidate