**ICAR- NATIONAL RESEARCH CENTRE ON PIG**



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**

**RANI, GUWAHATI-781 131 ASSAM, INDIA**

**(An ISO 9001:2015 Certified Institute)**

**File No 447/NRCP/24-25 Date: 26.07.2024**

## CALL FOR APPLICATIONS FOR TWO NUMBERS OF YOUNG PROFESSIONAL (YP-II) PURELY ON CONTRACT BASIS

Applications are invited for two numbers of Young Professional-II (YP-II) Interested candidates fulfilling the qualifications must submit their applications in the prescribed format along with self-attested copies of all the certificates, mark sheets, Experience certificates etc. to the Director, ICAR-National Research Centre on Pig by speed post/email to ([**aaonrcp@gmail.com)**](mailto:aaonrcp@gmail.com)) **.** The complete application should reach the institute latest by **12-08-2024.**

The details of the posts including requisite qualification, remuneration and last date of submission of application is mentioned as under:

1. Name of the position: Young Professional-II

2. Number of position: 02 Nos.

3. Duties: To assist in work related to store keeping, data entry & record

Keeping etc. in the Store & Purchase Section and General

Administration.

1. Qualifications: A. **Essential:** Master of Commerce/Master of Business

Administration/Bachelor of Business Administration **OR**

Master Degree/M.Tech in Computer Application/Information

Technology/Computer Science/Artificial Intelligence/Operating

Systems/Software

B. **Desirable:** Working experience of office Management/General Administration/StorePurchase/Accounts in Govt. Organization/Universities.

1. Age Limit: Minimum 21 Years and maximum 45 years (Age relaxation as per

ICAR/GoI guidelines).

1. Duration: Initially for one year from the date of joining [extendable for two more years (1 year at a time) subject to the requirement of the services of the YP in the Institute and satisfactory performance of the candidate after evaluation. However, maximum duration will not be extended beyond three years].
2. Emoluments: Consolidated remuneration of Rs. 42,000/- per month.

## General terms and conditions:

1. For the date and time of interview, candidates are advised to regularly check the institute website https://nrcp.icar.gov.in
2. **Interested candidates with requisite qualification have to send the application in standard format along with a copy of BIODATA (Annexure-I) one set of all relevant documents (self-attested)** and a recent passport size photograph to the Director, ICAR-National Research Centre on Pig by speed post/email to ([**aaonrcp@gmail.com)**](mailto:aaonrcp@gmail.com)) **latest by 12-08-2024.**
3. Shortlisted candidates will be informed about the dates for interview by email/phone, for which the candidates are required to provide their email IDs and contact numbers positively in the application.
4. The candidate shall have to produce the original documents at the time of interview & joining, in case of selection, failing which, the candidature shall be cancelled and no right on the contractual appointment can be claimed for this advertisement.
5. The above positions are purely on contractual basis subject to satisfactory performance. The selected candidate shall have no right/claim for regular appointment or absorption at ICAR/CARI at any point of time.
6. No TA/DA and official accommodations will be paid/provided for appearing in the interview.
7. Concealing of facts or canvassing in any form shall lead to cancellation of candidature.
8. Person already in employment should submit “No Objection Certificate” from their present employer.

## The candidate intending to appear in the Walk-in Interview, if any of his/her near or distant relative is an employee of the ICAR-NRCP, have to declare his/her name, designation, nature of duties, relationship, in advance, before the start of interview to the undersigned in the format provided Annexure-II.

1. The selected candidates will have to submit medical fitness certificate and character certificate at the time of joining.

## For leaving the contract in between the stipulated period, he/she shall have to give a minimum of one month notice in advance, to avoid disturbance of the project/Office work, failing which he/she will have to deposit one month salary with the employer.

1. His/her headquarters will be at ICAR-NRCP, Rani, Guwahati and he/she will work under the immediate administrative control of the Admin Officer, ICAR-NRCP, Rani, Guwahati.
2. The ICAR will not be liable to bear any expenditure on pension contribution/leave salary contribution/provident fund, ESI, medical insurance, etc.
3. The Director, ICAR-NRCP, Rani, Guwahati reserves the right to cancel/postpone the interview without assigning any reason thereof.
4. The Director, ICAR-NRCP, Rani, Guwahati reserves the right to terminate the contract even before the completion of the project / scheme for which no appeal thereof would be entertained.
5. The notification is also available at the Institute Website: [https://nrcp.icar.gov.in](https://nrcp.icar.gov.in/)
6. **Incomplete application/application received without Annexure-I, Annexure-II and without documents as mentioned under the list of enclosures of Annexure-I will not be accepted/considered and such application will be treated invalid.**

## -Sd-

**Asst. Administrative Officer**

**Annexure-I**

|  |
| --- |
| **Paste recent Photograph** |

**APPLICATION**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of the Post Applied for | | | |  | | | | | | |
| 1 | Name in block letters. | | |  | | | | | | |
| 2. | Father’s/ Husband’s Name | | |  | | | | | | |
| 3. | Permanent Address. | | |  | | | | | | |
| 4. | Correspondence Address with Telephone No/Mobile/e-mail address. | | | Mob. No:  e-mail ID: | | | | | | |
| 5 | Date of Birth & Age (as on last date of submission) | | |  |  | |  | | Age: | |
| 6. | Nationality | | |  | | | | | | |
| 7. | Whether belong to SC/ST/OBC. | | |  | | | | | | |
| 8. | Marital Status: | | |  | | | | | | |
| 9. | Details of Education/Professional/Technical Qualification and Experience. | | | | | | | | | |
|  | Qualification | Subject | Board/University | | | Year of passing | | Marks obtained | | Percentage |
| a | 10th |  |  | | |  | |  | |  |
| b | 12th |  |  | | |  | |  | |  |
| c | Graduation |  |  | | |  | |  | |  |
| d | Post Graduation |  |  | | |  | |  | |  |
| d | Any other |  |  | | |  | |  | |  |
| 11 | Details of Experience in Accounts/Finance/Administration/Management: (Attach Certificate) | | | | | | | | | |
| 12 | Knowledge of IT applications and Computer Skills (MS word, Excel, Power Point, Talley etc (Attach certificates) | | | | | | | | | |
| 13 | Details of present employment, if any. | | | | | | | | | |

Any other information.

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Declaration: I hereby declare that all the information furnished above is true, correct &complete to the best of my knowledge & belief.

Signature of Candidate

**List of Enclosures**

(Please answer yes if document is enclosed)

|  |  |  |
| --- | --- | --- |
| Sl.  No. | Name of Document | Enclosed (Yes/No) |
| 1 | Self Attested Mark sheet and Certificate -10th |  |
| 2 | Self Attested Mark sheet and Certificate -12th |  |
| 3 | Self Attested Final year Mark sheet –Graduation |  |
| 4 | Self Attested Provisional/Original Degree Certificate- Graduation |  |
| 5 | Self Attested Final year Mark sheet –Post Graduation/Master Degree |  |
| 6 | Self Attested Provisional/Original Degree Certificate- Post Graduation/Masters Degree |  |
| 7. | Self Attested Digree/Diploma/Certificate of Computer Applications |  |
| 7. | Self Attested Experience Certificate |  |
| 8. | Any Other |  |

The candidature of candidate will not be considered in case of failure to submit or produce any of the documents **including the provisional/Original degree certificate**.

Date: Signature of Candidate

Place:

## Annexure-II

**DECLARATION**

I …………………………………………………., declare that none of my near or distant relative(s) is an employee of the Indian Council of Agricultural research (ICAR) National Research Centre on Pig, Rani, Guwahati.

Or

I …………………………………………………, declare that I am related to the following individual(s) employed in Indian Council of Agricultural research (ICAR) National Research Centre on Pig, Rani, Guwahati, 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 and Place:……………………

Signature…………………………..……….............

Full Name of the Candidate……….………………..