

PUSA KRISHI
Zonal Technology Management & Business Planning and Development Unit
ICAR-Indian Agricultural research Institute, New Delhi-110 012

Online Interview for the post of Accountant Administrator

Name of the project	Name of the position	No. of Post	Emoluments (fixed) P.M. (Rs)	Essential Qualification	Date of Interview
Nidhi TBI	Accountant Administrator	One	Rs. 25,000/- Per Month	<p>M.Com / MBA/ Master in Public Administration / Bachelor degree with Commerce.</p> <p>Desirable: Working experience in Tally prime, Account management, PFMS, FMS, TDS & GST filling</p> <p>Job Description: The Accountant Administrator will be responsible to manage all the accounts and finance related activities of the incubator. He/She will be responsible for maintaining all accounts of transactions, purchase, funding and other activities of the incubator in connection with the CEO, GB and treasurer of PUSAKRISHI. He/She will also help in ensuring the day-to-day smooth running and implementation of all aspects of the incubator including cohort selection, management and reporting in line with the other staff. Upper Age limit will be 40 years for the candidates applying for this post.</p>	<p>Date: 06.06.2023</p> <p>Reporting time: 1.00PM</p>

Other terms and conditions:

1. Upper age limit up to 40 years.
2. Candidate shall produce a No objection and an experience certificate from the employer in case he/she is employed at the time of interview.
3. The above positions are purely on contract basis for a period up to 31.03.2024 or period till termination of the project whichever is earlier.
4. The candidate shall not claim regular appointment at this Institute, as the post is co-terminus with the project.
5. Interested applicants are requested to send their application in pdf format through e-mail to career@pusakrishi.in on or before 26.05.2023. The candidate will have to compulsorily fill in application form (as per the format annexed), scanned copies of all the original certificates from matriculation onwards, degree certificate, relevant experience. A recent passport size photograph must be pasted onto the application form.

6. The selection will be on the basis of educational qualifications, relevant experience and followed by Interview process. Only the candidates meeting essential qualifications, experience and age will be called for interview. Shortlisted candidates will be informed by e-mail to appear for physical interview.
7. Concealing of facts or canvassing if any form shall lead to disqualification or termination of such candidates.
8. No TA/ DA will be paid for appearing in interview.

Note – Please mention the subject as “Application for the **ACCOUNTANT ADMINISTRATOR**

- Incomplete application form and relevant document, application will not be considered.
- Only eligible candidate will be called for interview.
- Intimation E-mail to appear for interview will be sent on 30.05.2023.

PUSA KRISHI
ZONAL TECHNOLOGY MANAGEMENT AND BUSINESS PLANNING & DEVELOPMENT UNIT
INDIAN AGRICULTURAL RESEARCH INSTITUTE, NEW DELHI – 110 012

APPLICATION FOR INTERVIEW

1.	Post	Accountant Administrator	Paste recent passport size photograph
2.	Full Name (In Block Letters)		
3.	Father's Name		
	Contact Number/Mob.		
4.	Date of Birth (DD/MM/YYYY)		
5.	Age as on date of interview		
6.	Address with pin code	(a) Permanent	
		(b) Communication	
7.	Mobile No*		
8.	Email Address*		
9.	Gender		
10.	Marital status		
11.	Whether belongs to SC/ST/OBC/General (Attach proof)		

12. Details of educational qualification (Attach self attested copies of certificate)

S.NO.	Degree	Board/ University	Major subject	Year of passing	Maximum marks	Marks obtained	Percent age
1.	10th						
2.	12th						
3.	Graduation						
4.	Post Graduation						

5.	Diploma/Certificate Course (Tally/Accounting)						
----	---	--	--	--	--	--	--

13. Details of experience (Please attach the proof)

S. No.	Position held	Employer	Period (from)	Period (to)	Total experience (years)

14. No objection certificate from present employer – Yes/ No

15. Additional information, if any (Please Attach along with CV)

DECLARATION

I hereby declare that none of my near or distant relative is an employee of the Indian Council Agricultural Research (ICAR) / Indian Agricultural research Institute (IARI). If found otherwise and in the event of non declaring the same as prescribed in the advertisement, my candidature to the Interview and my selection to the post be cancelled.

I.....hereby declare that all statements made in the application are true/ correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature/appointment be cancelled without any notice.

Date&place

Signature of the Candidate