

**PUSA KRISHI**

**ICAR-Indian Agricultural research Institute, New Delhi-110 012**

**Interview for the post of Executive Officer (IT)**

<b>Name of the project</b>	<b>Name of the position</b>	<b>No. of Post</b>	<b>Emoluments (fixed) P.M. (Rs)</b>	<b>Essential Qualification</b>	<b>Date of Interview</b>
Nidhi TBI	<b>Executive Officer (IT )</b>	One	Rs. 50,000/- (Consolidated) Per Month  With *10 % annual increment as per guideline of NIDHI-TBI, DST	Master's/M Tech/M Sc. degree in Information technology or computer science with 2 years' experience in IT management.  Job Description:  The Executive Officer*(IT) will be responsible to manage the day to day operations of the website, social media accounts and the incubation management system. He/She will also be responsible to identify and implement the relevant and suitable IT tools for improved functioning of the incubator. The Executive Officer*(IT)will work closely with the CEO and Business Manager to ensure the day-to-day smooth running and implementation of all aspects of the incubator including cohort selection, management and reporting	<b>Date:</b>  <b>06.06.2023</b>  Reporting time: 9.30AM

**Other terms and conditions:**

1. Upper Age limit will be 45 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](mailto:career@pusakrishi.in) on or before 26.05.2023. The candidate will have to compulsorily fill the application form (as per the format annexed), scanned copies of all the original certificates from matriculation onwards, NET/equivalent certificate, degree certificate, Relevant experience and publication. 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. Candidate shall need to produce a No Objection Certificate from the current employer.
8. Concealing of facts or canvassing if any form shall lead to disqualification or termination of such candidates.
9. No TA/ DA will be paid for appearing in interview.

**Note – Please mention the subject as “Application for the Executive Officer (IT).”**

- 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.

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

## APPLICATION FOR ONLINE INTERVIEW

1.	Post	Executive Officer (IT )	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.		(a) Permanent	
	Address with pin Code		
		(b) Communication	
7.	Mobile No*		
8.	Email Address*		
9.	Gender		
10.	Marital status		
11.	Whether belongs to SC/ST/OBC/General (Attach proof)		

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

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

4.	Post Graduation						
5.	Diploma/Certificate Course						

11. Details of experience (Please attach the proof)

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

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

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

14. Mode of Interview: Physical in presence

**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