



# भाकृअनुप-राष्ट्रीय अंगूर अनुसंधान केंद्र

डाक पेटी नं. 3, मांजरी फार्म डाकघर, सोलापूर रोड, पुणे – 412307, भारत

## ICAR-NATIONAL RESEARCH CENTRE FOR GRAPES

P.B. NO. 3, MANJARI FARM POST, SOLAPUR ROAD, PUNE - 412 307, INDIA

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फा.सं.रा.अं.अनु.के./2(38)/स्थापना/2022/

दिनांक: 23.07.2022

### प्रत्यक्ष साक्षात्कार / WALK-IN-TEST INTERVIEW

निम्न विवरण के अनुसार प्रशासनिक सहायक और लेखा परीक्षा और लेखा सहायक की भर्ती प्रत्यक्ष साक्षात्कार के द्वारा की जाएगी।

अनु. क्र. 01 / Sr. No. 01	
परियोजना का नाम: Name of the Project	: ICAR-NRC for Grapes, Pune (APEDA-NRL Fund)
पद का नाम और संख्या Name of the Post	: प्रशासनिक सहायक Administrative Assistant
पदों की संख्या Number of Posts	: 04 अस्थाई पद 04 Temporary Posts
परियोजना की अवधि Project Duration	: 12 माह (12 Months)
शैक्षणिक योग्यता Qualification	: <b>आवश्यक अर्हता / Essential Qualification :</b> <ul style="list-style-type: none"> <li>मान्यता प्राप्त विश्वविद्यालय से स्नातक</li> <li>एमएस ऑफिस (वर्ड, एक्सेल और पावर पॉइंट, ईमेल) का ज्ञान</li> <li>अंग्रेजी में न्यूनतम टाइपिंग गति प्रति मिनट 30 शब्द</li> <li>हिन्दी और अंग्रेजी पर अच्छी पकड़। अंग्रेजी भाषा में लेखन कौशल में प्रवीणता</li> <li>Graduate from recognized university</li> <li>Knowledge of MS Office (Word , Excel and Power point, email)</li> <li>Minimum typing speed 30 w.p.m. in English</li> <li>Good command over Hindi and English. Proficiency in writing skill in English language.</li> </ul> <b>वांछनीय अर्हता / Desirable Qualification:</b> <ul style="list-style-type: none"> <li>हिंदी / मराठी में न्यूनतम टाइपिंग गति प्रति मिनट 30 शब्द</li> <li>वर्चुअल मीटिंग प्लेटफॉर्म जैसे आईटी अनुप्रयोगों का ज्ञान</li> <li>बिल, स्थापना, खरीद, स्टोर, आदि जैसे विभिन्न वर्गों में आईसीएआर सिस्टम में काम करने का अनुभव रखने वाले उम्मीदवार को वरीयता दी जाएगी।</li> <li>आईसीएआर ईआरपी, ईऑफिस, जेम और सीपीपी पोर्टल में कार्य करने का अनुभव रखने वाले उम्मीदवार को भी वरीयता दी जाएगी।</li> <li>Minimum typing speed 30 w.p.m. in Hindi / Marathi</li> <li>Knowledge of IT applications like virtual meeting platforms</li> <li>Preference will be given for the candidate having working experience in ICAR System in different sections like Bill, Establishment, Purchase, Store, etc</li> <li>Also preference will be given for the candidate having working experience in ICAR ERP, eOffice, GeM and CPP portal</li> </ul>
वेतन / Emoluments	: ₹ 20,000/- समेकित (Consolidated)
आयु सीमा / Age Limit	: 21-45 वर्ष (1 अगस्त 2022 तक) भारत सरकार / आईसीएआर मानदंडों के अनुसार अनुसूचित जाति / अनुसूचित जनजाति / अन्य पिछड़ा वर्ग / महिला उम्मीदवारों के मामले में छूट है। 21-45 years (As on 1st August 2022) relaxation in the case of SC/ST/OBC/Women candidates as per GOI/ICAR Norms

<b>अनु. क्र. 02 / Sr. No. 02</b>	
परियोजना का नाम: Name of the Project	: <b>ICAR-NRC for Grapes, Pune (APEDA-NRL Fund)</b>
पद का नाम और संख्या Name of the Post	: लेखा परीक्षा और लेखा सहायक Audit and Accounts Assistant
पद की संख्या Number of Post	: 01 अस्थायी पद 01 Temporary Post
परियोजना की अवधि Project Duration	: 12 माह (12 Months)
शैक्षणिक योग्यता Qualification	: <p><b><u>आवश्यक अर्हता / Essential Qualification :</u></b></p> <ul style="list-style-type: none"> <li>● मान्यता प्राप्त विश्वविद्यालय से बीकॉम/बीबीए/बीबीएस स्नातक</li> <li>● एमएस ऑफिस (वर्ड, एक्सेल और पावर प्वाइंट, ईमेल) का ज्ञान</li> <li>● टैली जैसे अकाउंटिंग सॉफ्टवेयर का ज्ञान</li> <li>● अंग्रेजी में न्यूनतम टाइपिंग गति प्रति मिनट 30 शब्द</li> <li>● हिन्दी और अंग्रेजी पर अच्छी पकड़। अंग्रेजी भाषा में लेखन कौशल में प्रवीणता</li> <li>● B.Com/ BBA / BBS Graduate from recognized university</li> <li>● Knowledge of MS Office (Word , Excel and Power point, email)</li> <li>● Knowledge of accounting software like Talley</li> <li>● Minimum typing speed 30 w.p.m. in English</li> <li>● Good Command over Hindi and English. Proficiency in writing skill in English language.</li> </ul> <p><b><u>वांछनीय अर्हता / Desirable Qualification:</u></b></p> <ul style="list-style-type: none"> <li>● हिंदी / मराठी में न्यूनतम टाइपिंग गति प्रति मिनट 30 शब्द</li> <li>● वर्चुअल मीटिंग प्लेटफॉर्म जैसे आईटी अनुप्रयोगों का ज्ञान</li> <li>● आईसीएआर सिस्टम के ऑडिट और अकाउंट में कार्य करने का अनुभव रखने वाले उम्मीदवार को वरीयता दी जाएगी</li> <li>● आईसीएआर ईआरपी, आईसीएआर लेखा प्रणाली, पीएफएमएस आदि में कार्य करने का अनुभव रखने वाले उम्मीदवार को भी वरीयता दी जाएगी।</li> <li>● Minimum typing speed 30 w.p.m. in Hindi / Marathi</li> <li>● Knowledge of IT applications like virtual meeting platforms</li> <li>● Preference will be given for the candidate having working experience in Audit and account of ICAR System</li> <li>● Also preference will be given for the candidate having working experience in ICAR ERP, ICAR Accounting system, PFMS etc</li> </ul>
वेतन / Emoluments	: ₹ 20,000/- समेकित (Consolidated)
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## General Terms and Conditions

1. The above positions are purely time-bound, non-regular and on co-terminus with the concerned project. The services of the incumbent will stand terminated automatically after the expiry of scheme / duration whichever is earlier and the candidate will not have any right for absorption in ICAR-NRC for Grapes / ICAR / any other schemes.
2. No TA/DA will be paid to attend the interview.
3. The eligible candidates may appear for 'Walk-in-Interview' on **10.08.2022 at 10:00 am sharp** at the office of ICAR-NRC for Grapes, Pune (situated 16 Kms. away from Pune Railway station in Solapur Road) along with **application form in the Prescribed Proforma only**. Candidates reporting after 10.30 a.m. will not be interviewed.
4. Candidates are requested to bring following documents while attending the interview
  - Application Form in prescribed proforma.
  - Photo copy of Educational qualifications from 10<sup>th</sup> onward to Graduate
  - Photo copy of additional desirable qualifications
  - Copy of work experience if any
  - Cast certificate
5. Candidates are requested to bring their **Original Certificates for verification**.
6. **The candidates who hold the prescribed formal certificate of qualification before the date of walk-in-interview only need to apply.**
7. All the candidates must produce all certificates of their qualifications otherwise they will not be allowed for written test / interview.
8. Candidate should apply separately for each position (s) / projects.
9. The decision of the Director of the Institute will be final and binding in all aspect.
10. Candidates may have to appear for written test and only limited short listed candidates based on the marks in written test will be allowed for interview and typing test. This process could take at least one full day. The candidates should accordingly come prepared for Walk-in-Interview.
11. Canvassing in any form will lead to disqualification.
12. All candidates are requested to follow necessary precautions / guidelines to avoid spreading of Covid-19. All the candidates are requested to compulsory wear the mask.

S/d  
(Administrative Officer)

APPLICATION FORM

AFFIX RECENT  
PASSPORT  
SIZE SIGNED  
PHOTOGRAPH

Name of the Project: \_\_\_\_\_

Name of the Post: \_\_\_\_\_

Post code: \_\_\_\_\_

1. Name of the Candidate (Block letters): -----
  
2. Father's/Husband Name:-----
  
3. Sex: Male/Female/Transgender
  
4. Date of Birth (Please attach documentary proof): -----
  
5. Age as on Last date of Submission of Application: -----Years-----Months-----  
Days
  
6. Marital Status:-----
  
7. Permanent Address:-----
  
8. Correspondence Address:-----
  
9. (i) E-mail Id:-----  
  
(ii) Mobile No. -----  
  
(iii) WhatsApp No. -----
  
10. Whether SC/ST/OBC/GEN (Documentary evidence to be attached)
  
11. Nationality:-----

12. Educational Qualification/ Technical Qualification:- (Please attach photocopy of related certificates) starting from Matriculation/ 10<sup>th</sup> & onwards:

S.No.	Name of the Examination Passed	Subjects	Name of Board/ University	Year of Passing	% of Marks/GP/Division

13. Experience (particulars of all previous and present employment) if any:- (Please attach documentary proof)

S.No.	Name of the organization	Post/position held	period	Emoluments	Remarks

14. Detail of publications:-----

15. Any other Information: -----

### DECLARATION

I hereby declare that all the statements made 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 Organizations 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 after selection, action may be taken against me and I shall be bound by the decision of the employer. I further declare that I have read the Advertisement carefully and I declare that I fulfill all the conditions of eligibility regarding age limit, educational qualification etc., prescribed for the contractual engagement.

Date:

Signature of the applicant:

Place:

Name: