

I/146005/2024

भा. कृ. अनु. प. - राष्ट्रीय केला अनुसंधान केंद्र  
ICAR – National Research Centre for Banana  
तिरुचिरापल्ली, तामिलनाडु  
Tiruchirappalli, Tamil Nadu  
Phone: 0431-2618125

F.No.9(124)/2024/Estt./Vol.IV/

Date: 16.04.2024

**Advertisement No.12 / 2024**

Applications are invited to engage 01 (One) Young Professional – I, purely on contractual basis under the Institute budget (Audit & Accounts Section) at ICAR – NRC for Banana, Tiruchirappalli – 620 102. Eligible candidates are requested to submit their applications in the **enclosed proforma with self attested copies of educational qualification / experience certificates** etc through email to [nrcbrecruitment@gmail.com](mailto:nrcbrecruitment@gmail.com) on or before **01.05.2024 (Wednesday)**.

After screening of applications, the shortlisted candidates will be informed the date & mode of interview through email.

Duration of the Project:	One year
Number of Post	: One
Fellowship	: Rs.30,000/- (consolidated) per month
Essential Qualification:	First class in Bachelor's Degree in Commerce from a recognized university with computer certificate course in MS Word, MS Excel and MS Powerpoint
Desirable	: 1) Master's Degree in Commerce from a recognized university with minimum of 60% marks 2) 2 -3 years working experience in Accounts section

**General Terms and conditions:**

1. Age limit: Minimum age 21 years and Maximum age 45 years for Young Professional – I. Age relaxation shall be applicable for the post as per rules.
2. The above positions are purely on temporary basis and co-terminus with the project. There is no provision for re-employment after termination of project. The selected

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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. Candidates who have passed the required qualifications **only be allowed for the interview.**
4. Candidates attending the 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. through email.**
5. Candidates already working should produce necessary “No Objection Certificate” in case he / she is employed elsewhere.
6. For more details please contact: 0431- 2618125

**सहायक प्रशासन अधिकारी**  
**Assistant Administrative Officer**

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Affix recent  
Passport size  
Photograph

**APPLICATION FORM**

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

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## 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. Computer certificate course :
6. Community certificate, if age relaxation is claimed :
7. Experience certificate, if any :

**Signature of the candidate**