



भाकृअनुप-भारतीय तिलहन अनुसंधान संस्थान ICAR-Indian Institute of Oilseeds Research

राजेंद्रनगर, हैदराबाद-500 030, तेलंगाना राज्य, भारत
Rajendranagar, Hyderabad-500 030, Telangana State, India
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ISO 9001:2015 Certified Institute



F.No. 20-16/2014--Misc.FMS

Date: October 31, 2025

WALK-IN-INTERVIEW

Candidates fulfilling the following eligibility criteria are invited to attend **Walk-in-interview** for engagement / hiring of **Young Professionals (05 positions)**, purely on a temporary, contractual and short-term basis to work under various Sections at **ICAR-IIOR, Rajendranagar, Hyderabad-500030, Telangana**. The eligibility criteria and other terms and conditions for the position are as under:-

#	Section	No. of positions	Date & Time of Walk-in-Interview	Essential Qualifications and Experience
1.	Establishment (Administration)	Young Professional-I (IT) - One	13.11.2025 11:00 am	<ul style="list-style-type: none"> Graduates with at least 60% marks in Computer Application/ Information Technology/ Computer Science/ Artificial Intelligence/ Operating Systems/ Software Engineering/ Computer Graphics
2.	Cash & Bills (Administration)	Young Professional-I (IT) - One	13.11.2025 11:00 am	<ul style="list-style-type: none"> Graduates with at least 60% marks in Computer Application/ Information Technology/ Computer Science/ Artificial Intelligence/ Operating Systems/ Software Engineering/ Computer Graphics
3.	Stores (Administration)	Young Professional-I (IT) - One	13.11.2025 11:00 am	<ul style="list-style-type: none"> Graduates with at least 60% marks in Computer Application/ Information Technology/ Computer Science/ Artificial Intelligence/ Operating Systems/ Software Engineering/ Computer Graphics
4.	Audit and Accounts	Young Professional - I (F&A) - One	14.11.2025 11:00 am	<ul style="list-style-type: none"> B.Com/ BBA/ BBS (With minimum 60% marks) from a recognized University/ College. Knowledge of IT applications, virtual meeting platforms and computer skills (MS Word, Excel, Power Point, Tally, etc.) will be added advantage. Minimum 1 year of experience in relevant field.
5.	Audit and Accounts	Young Professional – II (F&A) - One	14.11.2025 11:00 am	<ul style="list-style-type: none"> B.Com/ BBA/ BBS (With minimum 60% marks) from a recognized University/ College CA (Inter)/ICWA (Inter)/ CS (Inter) or MBA (Finance) or equivalent (with minimum 60 % marks) from a recognized Institution Knowledge of IT applications, virtual meeting platforms and computer skills (MS Word, Excel, Power Point, Tally, etc.) will be added advantage. Minimum 1 year of experience in relevant field.

Job description:

Young Professional-I (Establishment)

The role of the YP-I will be assisting the AAO (Establishment) in the following matters and any other task assigned by the Competent Authority from time to time

- a) Processing of proposals related to outsourcing services and all contractual staff like recruitment and salaries
- b) Processing of proposals related to pension processing
- c) Processing of proposals related to Vehicle section
- d) Processing of proposals related to Foreign Deputation/ Assessment and Promotion/ Passport NOC
- e) Maintaining Service Books/ Leave Proposals
- f) Implementing the different modules of E-HRMS and SAMARTH

Young Professional-I (Cash & Bills)

The role of YP-I will be assisting the AAO/ DDO in the following matters and any other task assigned by the Competent Authority from time to time

- a) Preparation of Pay Bills and arrears (including that on SAMARTH module)
- b) Preparing the bills on PFMS
- c) Processing of all kinds of claims of the staff like Medical/ TA/ LTC/ GPF/ Advances/ CEA/ Newspaper including the claims on E-HRMS if applicable
- d) Release of funds to the AICRP centres including the projects
- e) Payment of Statutory/ Periodical/ Contingent Bills
- f) Filing of Income Tax/ GST and TDS on GST returns
- g) Maintenance of Sparrow (for APAR)

Young Professional-I (Stores)

The role of the YP-I will be assisting the AAO (Stores) in the following matters and any other task assigned by the Competent Authority from time to time

- a) Processing of procurement proposals through GEM portal
- b) Processing of bills
- c) Working of PFMS
- d) Asset Management
- e) Auction related proposals

Young Professional-I & II (A&A)

The role of the YP will be assisting the FAO in the following matters and any other task assigned by the Competent Authority from time to time

- a) Posting & compilation of voucher for monthly/ annual accounts.
- b) Preparation of Receipts & Payment Account
- c) Preparation of Audit utilisation certificates & statement of expenditure and its verification
- d) Preparation of BE & RE
- e) Maintenance of Cash Books and preparation of BRS
- f) Maintenance of GPF Ledgers & Registers
- g) Work related to Annual financial statements
- h) Other Audit & Accounts related work

* Note: Experience desired if any should be in line with the above job description.

Age Limit:

- Minimum of 21 years and maximum of 45 years as on last date of application i.e 13.11.2025 / 14.11.2025 with relaxation as per rules.

Emoluments:

- Rs. 30,000/- for YP-I per month consolidated. No HRA will be paid.
- Rs. 42,000/- for YP-II per month consolidated. No HRA will be paid.

Terms and conditions:-

1. The above position is purely on a contractual basis, time-bound and non – regular. Initial engagement of YP will be for one year which is extendable for two more years (01 year at a time) subject to requirement of the services of the YP and satisfactory performance of the candidate after evaluation. Thus the maximum duration of engagement of YP in the ICAR is three years. The selected candidate shall not claim for regular appointment at this Institute.
2. The interview will be held only if at least five applicants appear for the interview. If the number of candidates reporting on the scheduled interview date exceeds twenty (20), a written test may be conducted as part of the selection process. Based on the performance in the written test, shortlisted candidates will be called for the interview on the same day.
3. **Candidates having more than one eligible qualification shall have to choose only one for selection process.**
4. No TA/DA or stay will be provided for appearing in the Walk in Interview. After selection, candidates have to make their own arrangements for accommodation to stay at the place of work.
5. The initial place of posting would be ICAR-IIOR, Hyderabad but can be placed anywhere in India based on requirement.
6. Candidates are requested to carry all original relevant documents/caste certificates if applicable along with a set of attested photocopies, photograph and duly filled in application form on the date of interview. They may attend the interview only if they fulfil the essential qualifications. Only relevant experience if any will be considered on producing the experience certificate. NOC from the previous employer should be produced if still working.
7. **Candidates have to report by 9:30 A.M. and register their candidature till 10.30 A.M. on 13.11.2025/ 14.11.2025**
8. The decision of the Director, IIOR, Hyderabad will be final and binding in all aspects.

Administrative Officer

FORMAT OF APPLICATION

**ICAR-INDIAN INSTITUTE OF OILSEEDS RESEARCH
RAJENDRANAGAR, HYDERABAD-500030, TELANGANA**

**Affix
Photograph**

APPLICATION FOR THE POST OF: Young Professional – I / II (Section: Establishment/ Cash & Bills/ Stores/ Audit & Accounts). [TICK ONLY ONE]

1.	Name in full (In Block letters):				
2.	Father's/Husband's Name:				
3.	Nationality:				
4.	Date of Birth:				
5.	Age(as on closing date for submission of application):				
6.	Sex(Male/Female):				
7.	Marital Status:				
8.	Present Address				
9.	Corresponding postal address with Mobile Number				
10.	E-mail ID:				
11.	Whether belongs to SC/ST/OBC/PH/Ex-Serviceman(If yes, state name of Caste& enclosed attested copy of the caste certificate from a Gazetted Officer)				
12.	Educational Qualifications				
Sl. No.	Name of the Examination	University/Board	Year of passing	Grade/Division & % of marks in aggregate	Subjects

13. Details of Experience, if any (Particulars of all previous and present employment)

Sl.No.	Organization	Post held	Period		Scale of pay/Consolidated pay	Nature of duties performed
			From	To		

(PTO)

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14. Any other relevant information:

I hereby declare that all the particulars furnished above are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after interview/selection, my candidature is liable to be rejected. I shall be bound by the decision of the Director, ICAR-IIOR, Hyderabad.

Signature of the Candidate

Date:
