



F. No. ICAR-ATARI/Ghy/399/RECT/2024-25 / ३७०४

Date: 19.02.2025

विज्ञापन/ADVERTISEMENT

The candidates are invited to apply in the prescribed format and appear in the “walk-in-interview” for the recruitment of 1(one) no. of YP-I (Administration) of the institute purely on contractual basis. **Last date** for receiving application from eligible candidates is upto 06.03.2025. The filled-in application form should be **emailed to aaotatriguwahati@gmail.com**. The eligible candidates will be screened and informed through respective email and mobile number for appearing in the interview.

Sl. No	Name and number of post	Essential Qualification	Duration	Age Limit	Emoluments (in Rs.)
1.	Young Professional-I (YP-I) (01 post): Administration	Essential Qualification: Graduate in any discipline from any recognized university Desirable: - (a) Minimum 1-3 years working experience in office administration in Government Autonomous Institutes/other academic Institutes. (b) Knowledge of MS Office/Typing Speed in English with a minimum speed of 35 w.p.m (c) Proficiency in English Language, Computer Application/Information Technology, knowledge in Legal matters.	1 year (extended based on performance)	Minimum 21 years and Maximum 45 years with relaxation for SC/ST/OBC/PH etc. as per Govt. of India Guidelines.	Rs. 30,000/- per month (Fixed)

***If candidates will be more the screening will be done through written examination.**

Terms and conditions:

1. Place of posting will be on ICAR-ATARI, Zone-VI, Kahikuchi, Azara, Guwahati.
2. No TA/DA and official accommodation will be provided for appearing in the Interview.
3. The post is purely on contractual basis and co-terminus with the project without any provision for regularization.
4. Candidates are required to bring the relevant certificates, mark sheets etc. in original along with an application with full bio-data addressed to the **Director, ICAR-ATARI, Zone VI, Guwahati** of the Institute.
5. Attested copies of certificates and mark sheets from HSLC onwards are to be enclosed affixing a recent passport size photograph on top of the application.
6. The Director reserves the right to cancel/postpone the interview without assigning any reason thereof.
7. Persons already in employment should bring “No Objection Certificate” from their present employer.

हस्ता/-Sd/
(निदेशक /Director)

सहायक प्रशासनिक अधिकारी /Asst. Administrative Officer
ICAR-ATARI, Zone VI, Guwahati

19/02/2025

APPLICATION FORM

Name of the Post and Project for which candidate wishes to appear:

1.	Full Name (In Block letters)		
2.	Father's/Husband's name		
3.	Date of Birth (DD/MM/YY)		
4.	Age as on date of advertisement		
5.	Permanent address with Pin Code		
6.	Address for communication (If different)		
7.	Mobile Number		
8.	E-mail Address		
9.	Gender		
10.	Marital Status		
11.	Whether belongs to SC/ST/OBC/General		

12. Details of educational qualification from 10th onwards

Degree	Discipline/ Subject	Board/ University	Institute/ College	Year of passing	Duration of course	Marks (Percentage)
10th						
12th						
B.Sc.						
M.Sc						
Ph.D.						

Please add more rows if required for additional degree/qualification

13. Experience

S. No.	Post/Position held	Employer	Period (From-To)	Works done/experience

14. Whether obtained NOC from present employer, if employed...?

15. Publication: Research paper, review articles, popular articles, etc.

16. Additional Relevant Information if any:

Declaration

The information's given above by me are true to the best of my knowledge and belief. If any information is found false, my candidature and services if selected may be terminated without any notice.

Date:
Place:

Signature of Candidate

Name:.....