



An ISO 9001:2015 Certified Institute
ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES
(Indian Council of Agricultural Research)
(भारतीय कृषि अनुसंधान परिषद)



NILGANJ : BARRACKPORE: KOLKATA-700121 : WEST BENGAL

नीलगंज, बैरकपुर, कोलकाता-700 121, पश्चिम बंगाल

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File No: 18(20)/IPFC (MSMEs) -Adm.I/2017/ (e-63701)

Date:-10.07.2024

NOTICE FOR INTERVIEW

Eligible candidates are invited to apply online for time bound and contractual engagement of non-regular nature as Manager at this Institute under the project titled "Intellectual Property Facilitation Centre (IPFC), funded by Ministry of MSME, Govt. of India.

Sl. No.	Particulars	Details
1.	Post	Manager – 01 nos.
2.	Tenure	Initially for one year which is extendable for two more years (01 year at a time).
3.	Remuneration/Salary	Rs. 65,000/- per month (Consolidated). No House Rent Allowance (HRA) will be paid.
4.	Age Limit	The minimum age is 21 years and maximum is 45 years. Age relaxation is applicable for SC/ST/OBC/PWD candidates as per Government of India rules. Age will be reckoned as on the last date of inviting applications.
5.	Essential Qualification	(i) Post Graduate (with minimum 60% marks) in Biological Sciences/Life Sciences from a recognized university/institution. (ii) Minimum 2 years of experience in research or IPR related works.
6.	Desirable Qualification	(i) Experience in IPR works (ii) Experience in research and publication (iii) Capable of making official communications, computer typing, MS Word, Excel etc.
7.	Place of posting	ICAR-CRIJAF, Barrackpore, Kolkata
8.	Performance Review	Performance of the Manager will be reviewed on periodical basis.

How to apply: Apply through E-mail to this office (interview.crijaf@gmail.com) latest by **05:00 PM on 24.07.2024** by sending only pdf copies of (i) Application Form with Resume (in the prescribed format), (ii) self-attested certificates in support of eligibility, and (iii) copies of relevant research papers published/other documental evidences.

Mode of selection: Only the shortlisted candidates will be contacted by E-mail to attend the interview through **Offline mode/ in-person interview**.

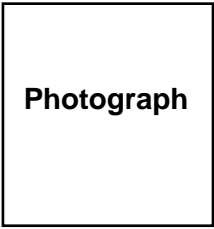
Date, Time and Place of Interview: **31.07.2024 at 10:00am (Offline Mode)** at ICAR-CRIJAF, Nilgunj, Barrackpore, Kolkata - 700 121.

TERMS& CONDITION:

1. Only Indian citizens are eligible for appearing in the interview.
2. All candidates must send the prescribed application form to **interview.crijaf@gmail.com** by making a single PDF file including duly filled application proforma and all other required documents. The PDF file name should be given as candidate's full name followed by his/her year of birth, like shyamkumar1990 where Shyam Kumar is full name and year of birth is 1990.
3. Candidates are required to send scanned copies of duly filled application along with all the documents by making a single PDF file affixed with recent passport size photograph and copies of self-attested marksheets, certificates in support of age, qualifications, experience (if any), testimonials, caste (if any) and other credentials to *interview.crijaf@gmail.com* **within closing date i.e. 05:00 PM on 24.07.2024**. The applications received after the mentioned closing date & time limit will be summarily rejected. Only shortlisted candidates will be informed for the offline interview through their email ID (given in their application proforma).
4. **Candidates who are already working/ or in similar positions must attach No Objection Certificate obtained from their present employer/ supervisor with their email application.**
5. The Institute reserves the right not to fill up the post advertised in case of non-availability of any suitable candidate or due to any other reasons without adducing any reason thereof.
6. The Institute reserves the right to cancel/postpone the interview or not to fill up the post advertised in case of non-availability of any suitable candidate or due to any other reasons without adducing any reason thereof..
7. Selected Candidate will be required to produce all original hard copy documents at the time of joining for verification of their soft copy documents submitted along with the email-application.
8. The selected candidate shall have no right to claim for regular appointment at ICAR-CRIJAF/ICAR at any point of time.
9. The decision of the Principal Investigator (PI) of the Project/Director, ICAR-CRIJAF will be final and binding on all aspects.
10. Offer of appointment will be sent to the selected candidate(s) through email only.
11. No TA/DA will be paid to the candidates.

Sd/-
Asstt. Administrative Officer & I/c,
Administration Section (Establishment)

APPLICATION FORM



- 1) Name (In Block Letters) :-
- 2) Father's/Husband Name :-
- 3) Name of the post applied for with the Name of the Project :-
- 4) Date of Birth :-
- 5) Permanent Address :-
- 6) Correspondence Address :-
- 7) Mobile No. :-
- 8) Email ID :-

- 9) Educational qualification (Matric onwards) :-

Examination passed	University/ Institution	Year of passing	Duration of Course (in years)	Subjects/ discipline	Marks Awarded	Maximum marks	% of marks obtained/ Division
10th							
12th							
Bachelor's Degree							
Master's Degree							
Others (specify)							

- 10) Whether SC/ST/OBC/PWD/General :-

11) List of Research Publications (if any) :-

S.No.	Title of the Article	Authors	Year of Publication	Journal name	NAAS scoring / Impact factor

12) Whether NET qualified (**attach the proof**):-

13) Experience (if any) :-

Details of experience: (include experience of **one year and above only**, attach the proof)

S.No.	Position held	Employer	Period (from)	Period (to)	Total experience	Nature of work done

14) No objection certificate (if employed) :-

15) Any other information :-

DECLARATION

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 may be cancelled without any notice.

Place : _____

Date : _____

Signature of the Applicant (with date)