

**ICAR-Central Institute for Research on Cotton Technology**  
**(Indian Council of Agricultural Research)**  
**Adenwala Road, Matunga, Mumbai- 400019**

**F.No. I/CIRCOT/Admin-I/YP-I&II/2020-21**

**Date: 10.09.2025**

**WALK-IN INTERVIEW**

Applications are invited from eligible candidates for the following positions at ICAR-CIRCOT, Mumbai purely on contractual basis. The eligibility criteria and other terms and conditions are as under:

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>No. of Post</b>	<b>Minimum Essential Qualification</b>	<b>Division</b>	<b>Date and time for Interview</b>
<b>1.</b>	Young Professional-I (YP-I)	1 (one)	Graduate /Diploma holder in Civil Engineering  <b>Desirable:</b> a) Two years experience of civil work.	<b>Mechanical Processing Division (MPD)</b>	<b>29.09.2025 at 11:00 am</b>
<b>2.</b>	Young Professional-I (YP-I) (Information Technology)	1 (One)	Graduate with at least 60% marks in Computer Application/Information Technology/ Computer Science from recognized University/College.  <b>Desirable:</b> a) Experience in MS OFFICE (Word, Excel, Powerpoint), b) Noting and drafting skills in English & Hindi.	<b>Administration</b>	<b>29.09.2025 at 2:30 pm</b>
<b>3.</b>	Young Professional-I (YP-I - F&A)	3 (Three)	Graduate with at least 60% marks in B.Com/BBA/BBS from recognized University/College.  <b>Desirable:</b> a) Minimum one year experience in the relevant field. b) Knowledge of IT applications, virtual meeting platforms and computer skills (MS Word, Excel, PowerPoints, Tally etc.	<b>Administration</b>	<b>29.09.2025 at 2:30 pm</b>
<b>4.</b>	Young Professional-I (YP-I - F&A)	1 (One)	Graduate with at least 60% marks in B.Com/BBA/BBS from recognized University/College.  <b>Desirable:</b> a) Minimum one year experience in the relevant field. b) Knowledge of IT applications, virtual meeting platforms and computer skills (MS Word, Excel, PowerPoints, Tally etc. c) Income tax and Tax Deducted at Source (TDS) related work		

**Place of Walk-in-Interview:** ICAR-CIRCOT, Adenwala Road, Near Five Gardens, Matunga, Mumbai 400 019.

**Terms & Conditions:**

1. The application should be filled as per attached Application form in PDF format and should be sent through email with all relevant documents to [circotadmn1@gmail.com](mailto:circotadmn1@gmail.com) on or before 26.09.2025 (05:30pm).
2. A consolidated amount of Rs.30,000/- (Rupees Thirty thousand only) p.m. will be paid to the selected Young Professional - I (YP-I).
3. Age Limit: 21 to 45 years with relaxation as per rules for reserved candidates.
4. The engagement will be for one year, extendable for two more years (01 year at a time) subject to requirement of the services of the Young Professional in the organization and satisfactory performance of the candidate after evaluation by Director ICAR-CIRCOT, Mumbai. Thus maximum duration of engagement of YP in the ICAR is three years (1+1+1).
5. She/He will be posted at ICAR-CIRCOT, Mumbai.
6. Candidates who are already employed in Govt. Organization should produce "No Objection Certificate" from the present employer.
7. No T.A. / D.A. will be paid for appearing in the interview.
8. Interested candidates may appear for the Interview, alongwith typed application for the position applied for, addressed to the Director, ICAR-CIRCOT, Mumbai and detailed bio-data affixed with recent passport size photograph of the candidate and self-attested photocopies of certificates in support of age, qualifications, experience, testimonials and other credentials.
9. Candidates must also bring all the original experience/testimonials in support of age, qualifications, experiences etc.
10. Canvassing in any form will liable to disqualify the candidature. The Director's decision will be final & binding in all respect.
11. TA/DA will be admissible to YPs for undertaking domestic tour for official work as per ICAR Rules.
12. The income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting payment of monthly salary.
13. The working hours for the YPs will be same as regular employees of ICAR. No extra benefit will be allowed for working beyond office hours. Unauthorized absence from the project/work for a continuous period of 08 days without valid reasons shall lead to automatic termination of the engagement.
14. The YPs are eligible for 08 days casual leave in calendar year on pro-rata basis and 02 restricted holidays as per the rules of Govt. of India/ICAR. Intervening weekly holidays or gazette holidays during as spell of leaves should not be counted against the admissible leaves. The un-availed leaves will not be carried forward to next calendar year. In addition to this YPs may also be allowed compensatory leave in lieu of the duty assigned on holidays but not more than 02 leaves can accrue in a month. The compensatory leaves can be accumulated only up to 05 days at a time and the YPs may be allowed to avail the same within 03 months. Female YPs will be entitled to maternity leave as per provision in the Maternity Benefit (Amendment) Act 2017. However, there will be no paternity leave for male YPs.
15. The young professional-I (YP-I) shall be subject to the laws of secrecy of the country and will sign a declaration of secrecy and Non-Disclosure Agreement before reporting (Annexure-I).
16. The engagement will not constitute a regular job or appointment of any nature in the ICAR.
17. During the term of engagement, the YPs shall comply with the Standards of Conduct. Failure to comply with the same will become a ground for termination of the YPs without notice.

**Sd/-**

**Senior Administrative Officer**