

**Zonal Technology Management & Business Planning and Development Unit
ICAR-Indian Agricultural Research Institute, New Delhi-110 012**

Online Interview for the post of Manager-Coordination

Name of the project	Name of the position	No. of Post	Emoluments (fixed) P.M.	Essential Qualification	Last Date to receive Online applications	Date of Interview
RKVY-RAFTA AR	Manager-Coordination	One (01)	1.25 Lakh per month	<ul style="list-style-type: none"> • Master's degree in Business Management/Business Administration or Event Management (or similar) • 3-5 years of experience with preferably minimum 3 years of experience with an established event company or PR agency with strong client servicing skills and event coordination. <p><i>Preferred Competencies:</i></p> <ul style="list-style-type: none"> • Excellent coordination and timely deliveries • Excellent oral and written English language skills • Proven experience in a similar role (preferably having strong experience in managing online project management tools such as Slack or G-Suite etc.) • Highly motivated and self-driven <p>*Upper limit will be 50 years for the candidates to applying these posts *Selected persons will be entitled to 2 tier Ac by train / Economy by Air travel</p>	07.11.2020	<p>Dated: 09.11.2020</p> <p>Reporting Time: 9:30- 10:00 AM</p> <p>Interview Time: 10 AM</p>

Other terms and conditions:

1. Maximum Age : 50 Years.

2. Candidate may apply online to the post latest by **07th November, 2020** at the email: **zonaltech@gmail.com**

- a. Apply with a covering letter (mentioning why you think you are suited to this post) along with detailed CV, and duly filled and signed attached Application Form.
 - b. Attach soft copies of all relevant experience certificates, mark sheets and degrees
 - c. No objection and an experience certificate from the employer in case he/she is employed at the time of interview
2. Applicants should write the **subject line** on **email** as ‘**application for the post of Manager-Coordination.**
 3. Shortlisted candidates will be informed regarding details for online interview and timing etc. via email on 08th November, 2020.
 4. Interview will be conducted via online mode on 09th November, 2020
 5. The above position is purely temporary and co-terminus with the project and will be made for a period up to 31.03.2021 or till termination of the project whichever is earlier. The selected candidates shall not claim for regular appointment at this Institute.
 6. Concealing of facts or canvassing in any form shall lead to disqualification or termination of such candidates.

**Zonal Technology Management & Business Planning and Development (ZTM & BPD)
Unit, Near KAB- II, IARI, New Delhi- 110 012**

**ZONAL TECHNOLOGY MANAGEMENT AND BUSINESS PLANNING & DEVELOPMENT UNIT
INDIAN AGRICULTURAL RESEARCH INSTITUTE, NEW DELHI – 110 012**

APPLICATION FOR INTERVIEW

1.	Post	Research Associate	Paste recent passport - size photograph
2.	Full Name (In Block Letters)		
3.	Father's Name		
4.	Date of Birth (DD/MM/YYYY)		
5.	Age as on date of interview		
6.	Address with pin code(a. permanent, and b. for communication)*	(a)	

		(b)
7.	Mobile No*	
8.	Email Address*	
9.	Gender	
10.	Marital status	
11.	Whether belongs to SC/ST/OBC/General (Attach proof)	

12. Details of educational qualification (Attach self attested scanned copies of certificate)

S.NO.	Degree	Board/ University	Major subject	Year of passing	Maximum marks	Marks obtained	Percentage
1	10th						
2	12th						
3	Graduation						
4	Post Graduation						
5	PhD						
6	Diploma/Certificate Course						

13. Details of experience (Please attach the proof)

S. No.	Position held	Employer	Period (from)	Period (to)	Total experience (years)

14. No objection certificate from present employer – Yes/ No

15. Additional information, if any

16. Self declaration regarding truthfulness in application

17. Mode of Interview: Online

DECLARATION

I hereby declare that none of my near or distant relative is an employee of the Indian Council Agricultural Research (ICAR) / Indian Agricultural research Institute (IARI). If found otherwise and in the event of non declaring the same as prescribed in the advertisement, my candidature to the Interview and my selection to the post be cancelled.

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 be cancelled without any notice.

Date&placeSignature of the Candidate