

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

Walk in Interview for the post of Computer Operator

Name of the project	Name of the position	No. of Post	Emolu-ments (fixed) P.M.	Essential Qualification	Date of Interview
IPFC	Computer Operator	One	Rs.12,000/- Fixed	Graduate with Computer as a Subject, or equivalent. Desirable: 1. MS office Knowledge. 2. Advance Excel (PIVOT, FILTER,V-LOOKUP), Word and power point Knowledge must. 3. Managing all front office operations. 4. Ability to utilize social media such as Facebook, Twitter, LinkedIn, YouTube, Google+, blogs and articles to influence search engine visibility. 5. Any Diploma or Certificate in Computer from reputed Institute.	4 th October ,2017 10:30 AM

Other terms and conditions:

1. Maximum Age: For Computer Operator is 40 years (relaxations are as per ICAR Norms).
2. Candidate shall produce a No objection and an experience certificate from the employer in case he/she is employed at the time of interview.
3. The above position is purely temporary and co-terminus with the project and will be made for a period up to 30.09.2018 (1 year). The period of engagement may be extended up to three year on the basis of his/her performance with the approval of competent authority. The selected candidates shall not claim for regular appointment at this Institute.
4. No TA/ DA will be paid for attending the interview and for joining the assignment or on its completion.
5. Eligible candidates should appear for walk-in-interview with CV, photographs and original testimonials, and with one set of photocopies of each.
6. The selected Candidate shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement etc.
7. The selected Candidate shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a selected Candidate shall not draw any remuneration in case of his/her absence beyond 8 days in a Year (calculated on a pro-rata basis) and also un-availed leave in a calendar year cannot be carried forward to next calendar year.

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

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